

# The Ryde Social Heritage Group Constitution

## **1. THE NAME OF THE GROUP**

1.1 The name of the Group is 'Ryde Social Heritage Group' hereinafter called 'the Group'.

1.2 For some purposes the name of The Group may be reduced to the initials "RSHG"

## **2. THE AIM OF THE GROUP**

2.1 The aim of the Group is the recording and preservation of the social history of the town of Ryde on the Isle of Wight for the benefit of the general public, social historians, family history researchers and other interested parties.

## **3. THE OBJECTIVES OF THE GROUP**

3.1 To research and record the social history of the town of Ryde including the lives of residents, their businesses and leisure activities.

3.2 To research and record the places of burial in Ryde, funeral practices and associated memorials, these activities to include, among other things, the transcribing and recording of memorial inscriptions from the cemeteries in Ryde and the photographing of graves and memorials.

3.3 To produce maps of Ryde cemeteries and to record locations of identifiable graves as an ongoing long term project in conjunction with the Isle of Wight Council Bereavement Services.

3.4 To enlist the help of other organisations on the Isle of Wight to research and record the flora and fauna of Ryde Cemetery.

3.5 To co-operate and liaise with other Group/s to protect and advance the aims and objectives of the Group.

3.6 To make information and research finding available to RSHG Members and the parties named in paragraph 2.1 through Libraries, exhibitions and displays, presentations to other Groups or organisations, and Magazine.

3.7 If practicable to maintain and update a dedicated Website, and to respond to contacts made through this Website and assist, where possible, interested parties.

## **4. MEMBERSHIP OF THE GROUP**

4.1 Membership of the Group is open to anyone who lives, works or has an interest in the Ryde community and/or wishes to support the various aims and objectives of the Group.

4.2 A Membership Fee is to be paid at the time of joining the Group. The Annual Membership Fee to be determined at a Social or Annual General Meeting and advised to all Members.

## **5. MANAGEMENT OF THE GROUP**

### **5.1 The Executive Committee**

5.1.1 The management of the Group will be conducted by an Executive Committee, hereinafter known as ‘the Committee’, consisting of Members up to a total of eight (8) Members who shall be elected at the Annual General Meeting.

The Officers and Members of the Committee shall be:

**Minute Secretary** – who shall liaise with the committee and take the minutes of Committee Meetings, Annual General Meetings and Special General Meetings.

**Membership Secretary** – who shall maintain the Membership database, send out welcome letters to new Members, distribute minutes and other correspondence to Members and send out reminders to Members for renewal of Membership and advising them of the Membership Fee.

**Treasurer** – who shall manage the financial transactions of the Group, and advise the Committee and Membership of the financial situation and any major transactions.

5.1.2 An individual Committee Member may **NOT** hold two or more of the above Committee roles at any one time.

### **5.2 Election of Committee Members**

5.2.1 Nominations for all Committee Members must be with the Membership Secretary at least seven (7) days before the date of the Annual General Meeting.

5.2.2 The nomination shall be dated and indicate the position for which the Member is being nominated together with the signatures of a Proposer and a Secunder, who should be a member of the Group.

5.2.3 The nomination shall also indicate that the Member proposed is willing to accept the nomination and serve on the Committee if elected.

5.2.4 Only persons aged eighteen (18) years or older can be elected as Officers of the Committee

5.2.5 Committee Members shall serve for the period between two (2) Annual General Meetings and can stand for re-election at Annual General Meetings. Any newly elected Officer shall assume their duties after the Annual General Meeting at which they are elected.

## The Ryde Social Heritage Group Constitution

5.2.6 The election of Committee Members shall be by show of hands or with Voting Cards at the Annual General Meeting.

### **5.3 Co-opted Committee Members**

5.3.1 The Committee may co-opt additional Members, either short or long term, to fulfil additional functions or assist with the workload of any specific role.

5.3.2 The names and roles of all co-opted Committee Members shall be reported to each Social Meeting.

### **5.4 Executive Committee Meetings**

5.4.1 The Committee shall hold Committee Meetings at a frequency deemed necessary for the activities of the Group.

5.4.2 There will be a quorum when at least 50% of the Committee Members, are present at a Committee Meeting.

5.4.3 Each Committee Member shall have only a single vote. All co-opted Committee Members shall have the same single vote as elected Committee Members for the duration of their membership of the Committee.

5.4.4 The Committee shall have the power to appoint and instruct a Solicitor and/or a Financial Advisor and to pay any appropriate fees arising therefrom.

5.4.5 Committee Members shall attend at least 50% of Committee Meetings held in a twelve (12) month period (Minimum)

5.4.6 If a Committee Member resigns before the AGM or is unable to complete the full year of office, the remaining Committee Members shall have the power to co-opt a Member to the vacant position until the next Annual General Meeting.

### **5.5 Other Meetings**

5.5.1 Social Mornings – The Committee shall organise and hold four (4) Social Mornings per year at approximately three (3) monthly intervals and at a date, time and location considered to encourage maximum attendance by Members. One (1) of these shall be combined with the Annual General Meeting.

5.5.2 Annual General Meeting - The Committee shall organise and hold an Annual General Meeting in October or November each year with a minimum of fourteen (14) days' notice to all Members.

5.5.3 A Special General Meeting may be called by the Committee either on its own initiative or in response to a written request from at least 20% of the Members.

5.5.4 There will be a quorum when at least 20% of the Members are present at a Special General Meeting or Annual General Meeting.

## The Ryde Social Heritage Group Constitution

### **5.6 Sub-Groups**

5.6.1 The Committee has the power to commission or de-commission Sub Groups as and when necessary to further the aims and objectives of the Group.

5.6.2 Each Sub Group shall have a co-ordinator appointed by the Committee who will lead activities and submit regular reports on the work/progress of the Sub Group to the Committee.

## **6. GROUP FINANCE**

### **6.1 Financial Position**

A statement detailing the current Financial Position and other relevant details relating to it is to be reported to Members at Social Mornings and at any Special General Meeting if relevant.

### **6.2 Income**

The Group may raise funds and receive subscriptions, donations, legacies, bequests, grants and gifts in kind from any person, organisation or body and annual Membership Fees from Members and will open and operate bank or other accounts in the name of the Group.

### **6.3 Financial Commitment**

6.3.1 Where monies are derived from a grant which has conditions regarding the expenditure of those monies the Committee must ensure that any and all such conditions are complied with.

6.3.2 No financial commitment on behalf of the Group may be entered into without the sanction of the Committee, and then only if there are sufficient funds in hand to meet that expenditure. Members must seek approval of the Committee before spending money for Group activities. Any claim for reimbursement, if authorised, must be supported by receipt(s).

6.3.3 No Committee Member can be held personally responsible for any expenditure entered into on behalf of the Group without the proper authority.

6.3.4 The responsibility for any such un-authorised expenditure rests entirely with the individual making or promising it.

6.3.5 When all payments by the Group are made by cheque, the cheque must be signed by any two (2) of the three (3) Officers of the Committee, Treasurer, Membership Secretary, Minute Secretary. This does not apply to BACs payment.

6.3.6 The Committee should aim to ensure that the Group holds a reasonable reserve sufficient to enable the Group to continue in the event of the outgoings exceeding the income in any one year.

## The Ryde Social Heritage Group Constitution

6.3.7 The Committee shall be provided with a monthly Financial Report so that they can oversee the Group's current income and expenditure position.

### **6.4 Annual Accounts**

A report on the Annual Accounts of the Group shall be presented to the Annual General Meeting.

## **7 MISCELLANEOUS**

### **7.1 Interpretation**

The Committee shall be responsible for the interpretation and implementation of this Constitution and Rules detailed therein and for deciding the answers to any question not covered specifically by the Constitution in accordance with the aims and objectives of the Group.

### **7.2 Data Protection Act 1998**

7.2.1 The Ryde Social Heritage Group will use the information that Members provide on their application forms for the processing of the application and ongoing Membership activities only. The group will not disclose personal data to any third party, or transfer it outside of the European Economic Area. The Group may contact a Member to discuss his or her application. Personal data will be deleted from the Group's systems and files when a Membership terminates. Deletion of records due to Data Protection shouldn't impact the legal needs of keeping accounting/audit controls for a defined period.

7.2.2 In the event of the Group being dissolved all Membership records stored on paper or electronically must be destroyed by the Membership Secretary and /or Committee Members.

### **7.3 Group Property**

7.3.1 Any article or material purchased by the Group for the use of any members of the Group for purposes associated with the Group becomes the property of the Group. Any such article or material, purchased by the Group, must be handed over to the Group when requested or on termination of Membership. An inventory is available for members to view.

### **7.4 Dissolution**

7.4.1 In the event that the Group should cease to function it is the business of a Special General Meeting or the Annual General Meeting to dissolve the Group and any funds and property remaining to be distributed as resolved by the Members.

7.4.2 In the event of the Group being dissolved all archives shall be distributed as resolved by the Members.

The Ryde Social Heritage Group Constitution

**8. THE CONSTITUTION**

8.1 This document shall constitute the Constitution of Ryde Social Heritage Group.

8.2 This Constitution can be amended at an Annual General Meeting or a Special General Meeting. Any proposals for alteration(s), originating either from the Committee or elsewhere, must be distributed in writing or by e-mail to all Members, at least two weeks before the Annual or Special General Meeting at which the alteration(s) will be considered and voted upon.

This Constitution adopted on the .....5 October 2024

Signed .....

Signed .....

## **RYDE SOCIAL HERITAGE GROUP**

1.	THE NAME OF THE GROUP .....	1
2.	THE AIM OF THE GROUP .....	1
3.	THE OBJECTIVES OF THE GROUP .....	1
4.	MEMBERSHIP OF THE GROUP .....	1
5.	MANAGEMENT OF THE GROUP .....	2
	5.1 The Executive Committee .....	2
	5.2 Election of Committee Members .....	2
	5.3 Co-opted Committee Members .....	3
	5.4 Executive Committee Meetings .....	3
	5.5 Other Meetings .....	3
	5.6 Sub Groups .....	4
6.	GROUP FINANCE .....	4
	6.1 Financial Position .....	4
	6.2 Income .....	4
	6.3 Financial Commitment .....	4
	6.4 Annual Accounts .....	5
7.	MISCELLANEOUS .....	5
	7.1 Interpretation .....	5
	7.2 Data Protection .....	5
	7.3 Group Property .....	5
	7.4 Dissolution .....	5
8.	THE CONSTITUTION .....	6