



Bourne End Bucks One Place Study Society

A Member of <https://www.one-place-studies.org>

E-Mail: society@bourneendbucksops.org.uk

Website: bourneendbucksops.org.uk

BOURNE END BUCKS ONE PLACE STUDY SOCIETY CONSTITUTION

1. NAME

The name of the Society shall be the Bourne End Bucks One Place Study Society (BEBOPSS) (hereinafter called "the Society"). The area covered by the Society is Bourne End in Buckinghamshire which is generally, but not exclusively, the area within the relevant parts of the civil parishes of Wooburn and Bourne End, Little Marlow and Hedsor.

2. AIMS AND OBJECTS

The Society is established to pursue the following aims within its area:

- a. To encourage and develop an interest in and awareness of all aspects of its history.
- b. To study its history and heritage.
- c. To work with others to secure the preservation and protection of its history.
- d. To collect and disseminate information on its history.

In furtherance of these aims, the Society, through its Committee, shall have the following objects:

- i. To promote research into subjects directly connected with the aims of the Society and to publish the results of such research.
- ii. To act as a co-ordinating body and to co-operate with statutory and voluntary bodies in the pursuit of its declared aims.
- iii. To publish papers, reports and literature.
- iv. To make surveys and prepare maps, plans and drawings of any items of historic interest.
- v. To collect and disseminate information on any items of historic interest.
- vi. To hold meetings, lectures, exhibitions and training sessions.
- vii. To educate public opinion and to give advice and information.
- viii. To raise funds and to invite and receive contributions from any person or persons whatever by way of subscription, donation and otherwise for the purposes of developing the Society, provided that the Society shall not undertake any permanent trading activities in raising funds for its primary purpose.
- ix. To affiliate with like bodies in the pursuit of similar historical interests.
- x. To encourage the teaching of Local History in schools and other educational establishments.
- xi. To do all such other things as are necessary for the attainment of the declared aims.

3. MEMBERSHIP

Membership shall be open to all who are interested in actively furthering the aims of the Society:

- a. Student members shall be those aged less than 18 years at the time their subscription is due or those in full time education. They shall not be entitled to vote at any meeting of the Society.
- b. The Committee reserves the right to refuse or decline any application or terminate any membership where they consider that it may not be in the best interests of the Society.

4. SUBSCRIPTIONS

- a. Subscriptions for individual members, and reduced subscriptions for student members, shall be such sums per annum as the Society shall determine at a General Meeting.
- b. The full subscription year will be the calendar year – 1st January to 31st December inclusive.



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- c. There may be part-payment concessions at the discretion of the Committee.
- d. Subscriptions will become due on 1st January.
- e. Membership will lapse if the subscription has not been paid before 1st March.

5. ACCOUNTS

- a. The Accounting Year will run from the 1st January each year.
- b. An Annual Report will be presented at the next Annual General Meeting.
- c. The Annual Accounts, after approval by the Committee, will be independently examined.
- d. A brief financial statement with bank balances will be produced for each Committee Meeting.
- e. Cheques and online payments will require two signatures. The Committee shall determine the authorised account signatories, coming from the Committee. These typically will be the Treasurer, Chair, Vice Chair and Secretary. No two signatories on a transaction will come from the same household.

6. GENERAL MEETINGS

- a. An Annual General Meeting will normally be held by the end of April each year, to receive the Annual Report (usually prepared by the Committee) and Annual Accounts (usually prepared by the Treasurer) and to elect Officers and Members of the Committee. 28 days written notice by the Secretary is required to be given for such meetings.
- b. Extraordinary General Meetings on exceptional matters can be called by the Committee or at the written request of 15 or more members of the Society. On receipt of such a request, 14 days written notice of the Meeting is to be given by the Secretary to the membership generally stating clearly the reasons for the Meeting.
- c. The lower of 25% or 10 members, present shall constitute a quorum for any General Meeting.
- d. The meetings shall normally be conducted by the Chair, except that during the election of Officers the chair shall be taken by an alternate member.
- e. In the event of an equality of votes cast at any General Meeting, the Chairman shall have a second and deciding vote (though in accordance with best practice this latter vote should normally be in favour of the status-quo on each amendment and substantive proposal).

7. OFFICERS

- a. The Officers of the Society shall be a Chair, Vice Chair, Honorary Secretary, and Honorary Treasurer who will be elected at the Annual General Meeting.
- b. The Committee shall have the power to fill casual vacancies occurring among Officers between Annual General Meetings.
- c. The Officers will at all times operate through the Committee as the governing body of the Society.

8. COMMITTEE

- a. The Committee shall be responsible for the administration of the Society and all its work.
- b. The Committee shall normally comprise up to seven members including the four elected Officers.
- c. Officers and Committee Members alike shall relinquish their Committee membership each year at the time of the Annual General Meeting but shall be eligible for re-election.
- d. The Committee shall have the power to fill casual vacancies occurring among members of the Committee between Annual General Meetings.
- e. The Committee shall have the power to co-opt further members who may attend in an advisory and non-voting capacity.
- f. The Committee may appoint a Program Secretary, Minutes Secretary, Membership Secretary, Publicity Officer and/or any other postholders deemed necessary from time to time.
- g. The lower of five and 25% of members present shall constitute a quorum for a meeting of the Committee.
- h. In the event of an equality of votes cast at any Committee Meeting, the Chair shall have a second and deciding vote (though in accordance with best practice this latter vote should normally be in favour of the status-quo on each amendment and substantive proposal).
- i. A President and Vice-Presidents may be elected for such period as the Committee decides.



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- j. The Committee may determine to elect to the Society: Patrons, Honorary Members or such other designations of membership as it wishes, in order to confer a recognition or status upon that person for services to the Society or to the professions it embraces.
- k. The President, Vice Presidents, Patrons or other Honorary Members, may attend any meeting of the Society or Committee and may speak at the invitation of the Chair, but shall not vote at any such Meeting.

9. ELECTIONS

- a. Nominations for the election of Officers and Members of the Committee shall be invited by the Secretary in writing when giving notice of the Annual General Meeting. Nomination forms will be included with the notice.
- b. Nominations shall be returned in writing, using the form provided, to the Secretary at least 14 days before the date of the Annual General Meeting.
- c. Such nominations shall be proposed and seconded by fully paid up members of the Society. The consent of the nominee must first have been obtained.
- d. If the nominations exceed the number of vacancies a ballot will take place in such manner as shall be determined by the Committee at the time.
- e. The election of the four principal Officers shall normally be completed prior to the election of other Committee Members.
- f. Nominees for election as Officers or Committee members shall declare at the Annual General Meeting at which their election is to be considered any financial or professional interest known to be or likely to be of concern to the Society.

10. SUB-COMMITTEES AND WORKING GROUPS

- a. The Committee may form such sub-committees or working groups as shall be considered necessary from time to time for such purposes as shall be thought fit.
- b. The actions and proceedings of each sub-committee shall be reported to and confirmed by the Committee as soon as possible.
- c. A Chair and Secretary will be appointed for each Sub-Committee, and a Project Coordinator will be selected from within Working Groups.
- d. Sub-Committees and Working Groups shall be subordinate to and may be regulated or dissolved by the Committee.

11. DECLARATIONS OF INTEREST

It shall be the duty of every Officer and Member of the Committee or Sub-Committee(s) or Working Group(s) who is in any way directly or indirectly interested financially or professionally in any item discussed at any General, Committee, Sub-Committee or Working Group Meeting at which they are present to declare such interest and they shall not discuss such item (except by invitation of the Chair) or vote thereon.

12. EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS

- a. The Committee shall, out of the funds of the Society, approve payment of all proper expenses of administration and management.
- b. The remaining funds of the Society shall be applied by the Committee in furtherance of the stated aims of the Society.
- c. The Committee may set aside to reserve such sums as may be deemed expedient.



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13. ASSOCIATION

The Society may join umbrella local history organisations such as The British Association for Local History and the Society of One-Name Places and such other professional, kindred or local organisations as may usefully foster its work as deemed appropriate by the Committee.

14. INSURANCE

The Society shall maintain Annual or Period Insurance or Indemnity as is necessary for the protection of the Society's assets, members and authorised participants in its activities.

15. NOTICES

Any notice required to be given by this Constitution shall be deemed to be duly given if left at or sent by prepaid post or email to the address of that member last notified to the Secretary. Failure to receive a notice by any member shall not invalidate the proceedings of a meeting.

16. TERMS OF REFERENCE OF THE COMMITTEE

Any matter that is not referred to in the Constitution of the Society shall be dealt with by the Committee without recourse to the necessity of holding a general meeting of the Society including the removal from office of any holder of an office mentioned within the constitution and appointed by the membership at a general meeting.

18. AMENDMENTS

This constitution may be amended by a two-thirds majority of members present at a General Meeting of the Society provided that 28 days notice has been given to all members.

19. WINDING UP

- a. The Society may be dissolved by a two-thirds majority of members voting at a General Meeting of the Society provided that 28 days notice has been given.
- b. If a motion for the dissolution of the Society is to be proposed at a General Meeting this motion shall be referred to specifically when notice of the meeting is given.
- c. In the event of the dissolution of the Society the available funds shall be transferred to institution(s) having objects similar to or reasonably similar to the stated objects of the Society.
- d. Such institution(s) shall be chosen by the Committee and approved by the majority at the General Meeting of the Society at a General Meeting.
- e. On dissolution the Minute Books and other records of the Society shall be deposited with the appropriate County Record Office.

Amendments:

Version	Date	Updates
1.0	29-May-2024	Adopted first version