**CONSTITUTION**

1. **NAME**

The name of the Society shall be the **SPEN VALLEY CIVIC SOCIETY**.

1. **OBJECTS**

The Society is established for the public benefit for the following purposes in the area comprising the former Boroughs of Spenborough and Heckmondwike, which area shall hereinafter be referred to as “the area of benefit”.

1. To promote high standards of planning, architecture and environmental management in or affecting the area of benefit,
2. To educate the public in the geography, history, natural history and architecture of the area of benefit,
3. To secure the protection, preservation, development, improvement, maintenance, repair or restoration of public parks and other public amenities, areas of environmental interest and nature conservation places of religious worship and buildings or sites of historic or architectural interest. This may include the reclamation, remediation and restoration of land which has a restricted use by reason of a previous and expired use of that land.

In furtherance of the said purposes but not otherwise, the Society shall have the following powers:-

1. To promote pride in the area of benefit.
2. To promote research into subjects directly connected with the objects of the Society and to publish the results of any such research.
3. To act as a co-ordination body and to liaise with local authorities, planning committees, and all other statutory authorities, voluntary organisations, charities, and persons having aims similar to those of the Society.
4. To publish papers, reports, and other literature.
5. To make surveys and prepare maps and plans and collect information in relation to any place, erection or building or historic interest within the area of benefit.
6. To hold meetings, lectures and exhibitions.
7. To inform public opinion and to give advice and information.
8. To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise; provided that the Society shall not distribute profits and shall apply all of its income to the furtherance of the objects set out above and undertake any permanent trading activities in raising funds for its primary purpose.
9. To acquire, by purchase, gift or otherwise, property whether subject to any special trust or not.
10. Subject to such consents as may be required by law, to sell, let, mortgage, dispose of or turn to account all or any of the property or funds of the Society as shall be necessary.
11. Subject to such consents as may be required by law, to borrow or raise money for the purposes of the Society on such terms and on such security as the Society shall think fit, but so that the liability of individual members of the Society shall in no case extend beyond the amount of their respective annual subscriptions.
12. To do all such other lawful things as are necessary for the attainment of the said purposes.
13. **MEMBERSHIP**

Membership shall be open to all who are interested in actively furthering the purposes of the Society.

1. **SUBSCRIPTIONS**

The subscription shall be fixed at the Annual General Meeting:

Life Members

Full Members per annum

Two or more full members in the same household, each per annum

Corporate Members

Or other such reasonable sum as the General Committee shall determine from time to time, and it shall be payable before May 1st of each year.

1. **MEETINGS**

An Annual General Meeting shall be held in or about May of each year to receive the audited accounts and to elect Officers and Members of the Committee.

Special General Meetings of the Society shall be held at the written request of eight (8) or more members whose subscriptions are fully paid-up.

Eight (8) members personally present shall constitute a quorum for a Meeting of the Society.

1. **OFFICERS**

Nominations for the election of Officers shall be made in writing to the Honorary Secretary at least 14 days before the Annual General Meeting. Such nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained. Nominees for election as Officers shall declare at the Annual General Meeting at which their election is to be considered any financial or professional interest known or likely to be of concern to the Society.

The Officers of the Society shall consist of:-

Chairman

Vice Chairman

Honorary Secretary

Honorary Treasurer

All of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting. A President ant Vice-Presidents may also be elected at a General Meeting of the Society, for periods to be decided at such a meeting.

1. **THE EXECUTIVE COMMITTEE**

An executive Committee if created at an Annual General Meeting shall be responsible for the management and administration of the Society. The Executive Committee shall consist of the Officers and not less than four (4) and not more than six (6) other members. The President may attend any meeting of the Executive Committee but shall not vote at any such meeting. In the event of an equality in the votes cast, the Chairman shall have a second or casting vote. Nominations for election to the Executive Committee shall be made in writing to the Honorary Secretary at least fourteen (14) days before the Annual General Meeting. They must be supported by a seconder and the consent of the proposed nominee must first have been obtained.

1. **SUB-COMMITTEES**

The General Meeting may constitute such sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit. All actions and proceedings of each sub-committee shall be reported to the General Meeting as soon as possible.

1. **DECLARATION OF INTEREST**

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Society (including any meeting of any Sub-Committee) at which he or she may be present to declare such an interest and he or she shall not discuss such item (except by invitation of the Chairman) or vote thereon.

1. **EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS**

The Society shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Society shall be applied in furtherance of the purposes of the Society.

1. **INVESTMENT**

All monies at any time belonging to the Society and not required for immediate application for its purposes shall be invested in or upon such investment, securities or property as it may think fit, subject nevertheless where appropriate, to such authority, approval or consent by the Charity Commissioners as may for the time being be required by law or by the special trusts affecting any property in the hands of the Society.

1. **TRUSTEES**

Any freehold and leasehold property acquired by the Society shall be vested in trustees who shall deal with such property as the Society may from time to time direct. Any trustees shall be three in number or a trust corporation. A trustee need not be a member of the Society but no person whose membership lapses by virtue of clause 4 hereof shall thereafter be qualified to act as a trustee unless and until re-appointed. The Honorary Secretary shall from time to time notify the Trustees in writing of any amendment hereto and the Trustees shall be bound by any such amendments in their duties as trustees unless such notice has been given. The Society shall be bound to indemnify the Trustees in their duties (including the proper charge of a Trustee being a trust corporation) and liability under such indemnity shall be a proper administrative expense.

1. **ACCOUNTS**

The Society shall comply, where appropriate, with its legal obligations under the Charities Act 1993 (or any statutory re-enactment of modification of that Act) with regard to:-

1. The keeping of accounting records for the Society
2. The preparation of the annual statements for the Society
3. The auditing and independent examination of the statements of account of the Society, and
4. The transmission of the statements of account of the Society to the Charity Commission.
5. **ANNUAL REPORT**

The Society shall comply, where appropriate, with their legal obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Charity Commission.

1. **ANNUAL RETURN**

 The Society shall comply, where appropriate, with their legal obligations under the Charities Act 1993

 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual

 return and its transmission to the Charity Commission.

1. **AMENDMENTS**

The Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting of the Society provided that 28 days notice of the proposed amendment has been given to all members and provided that nothing herein contained shall authorise any amendment the effect of which would be to cause the Society at any time to cease to be a charity in law and provided further that no further amendment shall be made to Clause 2, Clause 15 or this Clause until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained.

1. **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 addressed to the address of that member last notified to the Honorary Secretary.

1. **WINDING UP**

The Society may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting held not less than 14 days after the previous Meeting. If a motion for the dissolution of the Society is to be proposed at an Annual General Meeting or a Special General Meeting, this motion shall be referred to specifically when notice of the Meeting is given. In the event of the dissolution of the Society, the available funds of the Society shall be transferred to such one or more charitable institutions having objects similar to those herein before declared as approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed. On dissolution the minute books and other records of the Society shall be deposited with Civic Voice.

*(Amendment made at the Annual General Meeting of May 1999)*