

# **Horsham Museum Society**

## **Constitution and Rules**

It shall be understood that statements applicable to the "Friends of Horsham Museum", and the "Museums, Libraries and Archives Council" will apply to organisations that may replace them provided that the objectives of the replacement organisations are similar.

Statements applicable to Horsham District Council's Museum Advisory Committee (hereinafter called the "Committee") will apply to another committee or arrangement that may replace it.

### **1. Name:**

The name of the Society shall be "The Horsham Museum Society" (hereinafter called the "Society".)

### **2. Objectives:**

Horsham Museum Society has the following objectives:

- (a) To ensure that the artefacts owned by the Society and loaned to Horsham District Council's Museum are appropriately managed, maintained and preserved by Horsham District Council.
- (b) To ensure that the artefacts owned by the Society are appropriately dealt with in the event that Horsham District Council's Museum ceases to exist or is unable to satisfactorily manage and maintain the artefacts loaned to it by the Society.
- (c) To provide an agreed number of members of the Horsham District Council's Museum Advisory Committee. The Committee advises on the disposition of artefacts in the Museum amongst other matters. Horsham District Council and the Society shall agree from time to time on the number of Society members that shall serve on the Committee.
- (d) To pass any money raised through the disposal of artefacts or from any other source to the Friends of Horsham Museum, subject to the approved disposal policy of the Museums, Libraries and Archives Council.

### **3. Membership:**

All fully paid and honorary members of the Friends of Horsham Museum, excluding student members, shall be members of Horsham Museum Society.

### **4. Trustees:**

The Trustees are responsible for the management of the Society's assets. The Trustees will decide which members of the Society serve on the Horsham District Council's Museum Advisory Committee. On winding up of the Society, the Trustees shall have full discretion to deal with the assets of the Society, subject to the approved disposal policy of the Museums, Libraries and Archives Council.

A General Meeting shall elect the Trustees of the Society from the membership of the Society. The Committee Chairman and Honorary Treasurer of the Friends of Horsham Museum shall be two of the Society Trustees. There shall be a minimum of three trustees.

### **5. Other Administration:**

All affairs, conduct, business, finance, administration and other matters affecting the Society not under the responsibility of the Trustees shall be in the hands of the Committee of the Friends of Horsham Museum.

## **6. Finance:**

Any money raised by the Society from any source shall be donated immediately to the Friends of Horsham Museum to be used in accordance with the Objects of that organisation.

## **7. General meetings:**

- (a) The Society's year shall begin on 1st January and end on 31st December of the same calendar year. The Society's Annual General Meeting shall be held on or before 30th April in every year as part of the Annual General Meeting of the Friends of Horsham Museum. Notice shall be given to all members not less than fourteen days before every Annual General Meeting.
- (b) An Extraordinary General Meeting may be called at the request of not less than 10% of the members, excluding Student members and counting corporate members as one. Notice shall be given to all members not less than fourteen days before every Extraordinary General Meeting.
- (c) At all General Meetings of the Society, those attending may be required to establish that they are eligible to vote on proposals. Corporate members have one vote and student members are not eligible to vote.

## **8. Annual Reports:**

A Report on the progress of the Society shall be presented for adoption at each Annual General Meeting.

## **9. Alterations to the Constitution and Rules:**

No alteration to the Constitution and Rules may be made except by and with the authority of a resolution passed at a General Meeting and only provided that not less than twenty-one days notice of the proposed resolution has been given. A resolution will be deemed to have been passed if it has been agreed by more than 50% of those members who attend the General Meeting or send in a proxy vote.

16<sup>th</sup> April 2011