



# KNOWLE LOCAL HISTORY SOCIETY

## *Making History Live*

### Administration

*February 2009*

#### CHARITABLE STATUS

Since a change in the Charity Commission's rules in April 2008 small charities with an annual income of less than £5,000 are not eligible to become registered charities. We can, however, apply to Her Majesty's Revenue & Customs (HMRC) for tax relief, and if successful would be given an HMRC charity number.

#### THE CONSTITUTION

The Society is run in a relaxed manner, whilst maintaining an adequate administration. It is governed by a model constitution issued by the Charity Commission, which the Commission urges organisations to use to make registration easier. It is apparent that registration might be an advantage, especially when dealing with official bodies, and we would consider application if and when the Commission's rules change. Our documentation, particularly our objectives, has been written with this in mind.

We have made the necessary insertions to the Commission's model document and one minor alteration, as follows:

##### *Name*

The name of the society is KNOWLE LOCAL HISTORY SOCIETY

##### *Objectives*

- to acquire, preserve and make accessible for the public benefit historical documents and other items relating to Knowle
- to provide an enquiry service to the public, including family historians
- to educate the public in the history of Knowle
- to record the present for posterity

##### *Quorum*

The quorum at general meeting is fifteen

## KNOWLE LOCAL HISTORY SOCIETY: RULES

### *Resolutions by Absent Members*

This is dealt with in Clause 14(2), which has been deleted as not required at present.

Although 16 pages long the constitution contains only what a well run organisation would do anyway. It is available for inspection at meetings and those with Internet access can download the standard model from the Charity Commission web site: go to [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk), click *Registering a Charity* on the *Quick Links* at the bottom of the page, then on *Model Documents* on the left. The model constitution number is GD3. We propose to put our own constitution on our web site as soon as we have amended it to reduce the file size. If you would like a paper copy please ask.

### **RULES**

The constitution is a flexible document which allows for a set of binding rules to cover items such as subscriptions, etc. See opposite

### **FINANCE**

The Society is financed solely by subscriptions and donations. We need only a simple receipts and payments account and a statement of assets, for which the Charity Commission issues a pro-forma. Nor do we need an independent examiner.

### **REGISTRATION WITH HMRC/GRANT AID**

Having written most of the necessary paperwork we propose to apply for Gift Aid registration in the immediate future and for grant aid as soon as we can.

### **INSURANCE**

Public Liability Insurance and cover for loss and damage is for £5m through membership of the British Association for Local History

### **RISK ASSESSMENT**

We have carried out a risk assessment, which mainly covers meetings, exhibitions and events at Knowle Park, etc.

### **1. OFFICERS & COMMITTEE**

- (a) In addition to the Chairman, Secretary and Treasurer a deputy chairman may also be elected.
- (b) The maximum number of trustees shall be ten.
- (c) Nominations for officers and committee shall be received by the Secretary in writing 14 clear days before the Annual General Meeting. They shall be signed by at least two members of the Charity and by the nominee indicating that he or she is willing to serve.

### **2. SUBSCRIPTIONS**

- (a) Members shall pay an annual subscription payable on or before the first day of September each year. The subscription of a member joining the Charity after the 31<sup>st</sup> May in any year shall be deemed to cover membership for the year commencing 1<sup>st</sup> September following.
- (b) Subscriptions shall be as follows:

Single person aged over 18	£3
Couple at the same address, both aged over 18	£5
Organisations	£5

### **3. CHARGES AT MEETINGS**

- (a) Entrance to meetings shall be free of charge for both members and non-members.

### **4. PROCEEDINGS OF TRUSTEES**

- (a) The trustees shall meet at least eight times between successive Annual General Meetings and there shall be no more than eight weeks between meetings.
- (b) The quorum for meetings of the trustees shall be five.

### **5. AMENDMENTS AND ADOPTION OF RULES**

- (a) Any proposed changes to these rules shall be notified to members of the Charity at least 14 clear days before the Annual General Meeting or Special General Meeting at which they are to be adopted.
- (b) The rules shall be adopted each year at the Annual General Meeting and if necessary at a Special General Meeting.