



Constitution of the Reading Civic Society

1. NAME

The name of the society shall be the Reading Civic Society.

2. OBJECTS

The Society is established for the public benefit for the following purposes in the area comprising the County Borough of Reading which area shall hereinafter be referred to as "the area of benefit".

- (a) To stimulate public interest in the area of benefit.
- (b) To promote high standards of planning and architecture in the area of benefit.
- (c) To secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit.

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

- (1) To promote research into subjects directly connected with the objects of the Society and to publish the results of any such research.
- (2) To act as a coordinating body and to co-operate with the local authority, planning committees, other local and statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society.
- (3) To promote or assist in producing activities of a charitable nature throughout the area of benefit.
- (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 of beauty or historic interest within the area of benefit.
- (6) To hold meetings, lectures, talks, walks and exhibitions.
- (7) To educate public opinion and to give advice and information.
- (8) To engage members of the public in the story of Reading's people and its industries.
- (9) To undertake educational projects.
- (10) 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 undertake any permanent trading activities in raising funds for its primary purposes.
- (11) To take and accept any gifts of property, whether subject to any special trusts or not.
- (12) 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.
- (13) To borrow or raise money for the purposes of the society on such terms and on such security

as the Committee 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.

(14) To do all such other things as are necessary for the attainment of the said purposes.

3. MEMBERSHIP

Membership shall be open to all who are interested in actively furthering the purposes of the Society. No member shall have power to vote at any meeting of the Society if their subscription is in arrears at the time. The subscription of a member joining the Society in the three months preceding 31st December in any year shall be regarded as covering membership for the Society's year commencing on 1st January following the date of joining the Society.

4. SUBSCRIPTIONS

The annual subscription shall be:-

Single	£10.00
Joint (2 people at the same address)	£15.00

or such other reasonable sum as the Committee shall determine from time to time, and it is due in January each year. Membership shall lapse if the subscription is unpaid eleven months after it is due.

5. MEETINGS

An Annual General Meeting shall be held in or about March of each year to receive the Committee's report and accounts reviewed by an Accounts Examiner and to elect Officers and members of the Committee. The Committee shall decide when ordinary meetings of the Society shall be held and shall give at least 14 days' notice of such meetings to all members.

Special General Meetings of the Society shall be held at the written request of members representing not less than 10 per cent of the existing membership of the Society and whose subscriptions are fully paid up. Fifteen members personally present shall constitute a quorum for a meeting of the Society.

6. OFFICERS

The election of Officers shall take place at the Annual General Meeting prior to the election of further Committee members. Nominations must be supported by a seconder, and the consent of the proposed nominee must first have been obtained in writing, if not personally present.

The Officers of the Society shall consist of:

- Chairman
- Secretary
- Treasurer
- Membership Secretary
- Minutes Secretary
- Planning Officer
- Newsletter Editor
- Website Officer
- Social Media Officer

A Vice-Chairman may be appointed

Some roles may be combined

and any other Officers such as the work of the Society shall from time to time require, all of whom shall relinquish their office every year at the Annual General Meeting.

A President and Vice-President may also be elected at a General Meeting of the Society, for periods to be decided at such a meeting.

7. THE COMMITTEE

The Committee shall be responsible for the management and administration of the Society. The Committee shall consist of the Officers and other members to bring the total up to no more than 12. The Committee shall have power to co-opt further members (who shall attend in an advisory and non-voting capacity). The Officers and the members of the Committee shall normally be resident or work in the area of benefit. The President and Vice President may attend any meeting of the Committee but shall not vote at any such meeting. In the event of an equality in the votes cast, then Chairman shall have a second or casting vote.

Committee members shall be elected at the Annual General Meeting. They must be proposed and seconded, and their consent obtained in writing, if not personally present. If the nominations exceed the number of vacancies, a ballot shall be held annually at the Annual General Meeting of the Society, and outgoing members may be re-elected. The Committee shall meet not fewer than four times a year at intervals of not more than three months, and the Secretary shall give all members not less than seven days' notice of each meeting. The quorum shall, as near as may be, comprise one third of the members of the Committee.

The Committee shall have the power to fill casual vacancies occurring among the Officers of the Society.

8. SUB-COMMITTEES

The Committee may constitute such sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chairman and Secretary of each sub-committee shall be reported to and be confirmed by the Committee as soon as possible.

Members of the Committee may be members of any sub-committee and membership of a sub-committee shall be no bar to appointment to membership of the Committee. Sub-Committees shall be subordinate to the Committee and may be regulated or dissolved by the Committee.

9. EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS.

The Committee 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 by the Committee in furtherance of the purposes of the Society.

10. INVESTMENT

All moneys at any time belonging to the Society and not required for immediate application for its purposes shall be invested by the Committee in or upon such investments, securities or property as it may think fit, subject nevertheless to such authority approval or consent whether by the Charity Commissioners or the Secretary of State for Education and Science as may, for the time being, be required by law or by the special trusts affecting any property in the hands of the Committee.

11. TRUSTEES

Trustees shall be appointed from the Committee to recognise the Society's serious management of its activities and funds and reflect the requirements of the Charity Commission.

Any freehold and leasehold property acquired by the Society shall, and if the Committee so directs

any other property belonging to the Society, may be invested in trustees who shall deal with such property as the Committee may from time to time direct.

Any trustees shall be at least three in number or a trust corporation. The power of appointment of new trustees shall be vested in the Committee. A trustee may not be a member of the Society but no person whose membership lapses by virtue of paragraph 3 hereof shall thereafter be qualified to act as a trustee unless and until re-appointment as such by the Committee.

The Secretary shall from time to time notify the trustees in writing of any amendment hereto and the trustees shall not 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.

12. AMENDMENTS

This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Society, provided that 28 days' notice of the proposed amendments 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.

NOTICES

Any notice required to be given by these Rules 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 Secretary.

13. WINDING UP

The Society may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting of the Society, and confirmed by a simple majority of members 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 or reasonably similar to those herein before declared as shall be chosen by the Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed. Such allocation will have to be agreed with the Charity Commission.

On dissolution the Minutes and other records of the Society shall be offered to the Royal Berkshire Archive.