

FRIENDS OF GOSPORT MUSEUM CONSTITUTION

1. NAME The Association shall be called the “Friends of Gosport Museum” hereinafter referred to as “The Association”.

2. OBJECTIVES

- 2.1 The Association will seek to promote public interest and support for Gosport Museum and its collections and displays and may also make available to the general public research into the local history of Gosport, Fareham and the Solent area, and encourage the protection of the historic environment.
- 2.2 The Association shall have the power to:
- (a) Encourage, promote and assist in the formation and development of a group of Friends of the Museum
 - (b) Seek to raise money by subscription and donation or other lawful means towards the cost of:-
 - (i) publishing reports, articles, pamphlets, booklets or other written material about local history or other interests of the Museum
 - (ii) producing and mounting exhibitions for public display concerning any aspects of local history or other interests of the Museum
 - (iii) purchasing for permanent public display any item concerned with local history or other interests of the Museum and may investigate the possibility of grants and loans from other sources to achieve these objectives
 - (c) Publish a Newsletter for circulation to members and the general public
 - (d) Arrange public talks about any aspects of the Association’s interests
 - (e) Appoint representatives and delegates to any other bodies with whom the Association may be concerned.
 - (f) Take any other lawful action to promote the above objectives.

3. MEMBERSHIP

Membership of the Association shall be open to all who support the above objectives and shall consist of the following classes :

- (a) Individual members over the age of 18 years
- (b) Junior members aged under 18 years, but without voting rights
- (c) Family members - adult and junior members of one family, with one vote per adult member
- (d) Honorary Life members proposed by the Committee and agreed by members at the Annual General Meeting or a Special General Meeting
- (e) Corporate members which can include schools and any interested organisation, but without any voting rights.

4. PATRON The Chairman, with the approval of the Committee, may invite any person to become Patron of the Association. Any such appointment to be reviewed every five years.

5. PRESIDENT & VICE-PRESIDENT The Chairman, with the approval of the Committee, may invite any persons to become President or Vice President of the Association. Any such appointments to be reviewed every five years.

6. COMMITTEE

FRIENDS OF GOSPORT MUSEUM

- 6.1 The Committee shall consist of:-
- (a) The Officers of the Association who will be:-
Chairman, Vice-Chairman, Honorary Secretary, Assistant Secretary, Honorary Treasurer, Membership Secretary, Newsletter Editor and Project Director
 - (b) No less than 3 and no more than 6 elected Committee members
 - (c) No more than 3 further members co-opted by the Committee
 - (d) Ex-Officio members who shall be the Curator of the Museum, representatives of the Gosport Society and the Gosport Living History Society and any further Ex-Officio members invited by the Committee, subject to confirmation at the next Annual General Meeting.
- 6.2 Nominations for the election of Officers and Committee members shall be made in writing to the Honorary Secretary at least 14 days before the Annual General Meeting. Such nominations must be supported by a seconder and the consent of the proposed nominee must have been obtained.
- 6.3 Those elected at the Annual General Meeting to serve as Officers or Committee Members shall do so for one year and shall be eligible for re-election at the following Annual General Meeting.

7. SUBSCRIPTIONS

The annual subscription of the Association shall be such sum as agreed at the Annual General Meeting. There will be separate rates of subscriptions for Individual, Junior, Family and Corporate Membership and they shall become due on the 1st April in each year. The membership of those whose subscriptions are six months in arrears shall be deemed to have lapsed.

8. MEETINGS

- 8.1 The ANNUAL GENERAL MEETING, of which at least 28 days notice shall be given in writing to all members by the Secretary shall be held in May of each year to:-
- (a) Receive reports from the Curator, Chairman, Secretary, Treasurer and any other Officers of the Association where appropriate
 - (b) Receive the Annual Accounts and to appoint an auditor
 - (c) Consider any proposal of which due notice has been given
 - (d) Approve or otherwise, where necessary, the actions carried out on behalf of the Association by its Officers and Committee.
 - (e) Elect the Officers and Committee Members for the following year
- 8.2 SPECIAL GENERAL MEETINGS may be called at the request of not less than 10 members made in writing to the Committee which shall within 21 days of receiving such a request summon a Special General Meeting of which not less than 14 days notice shall be given by the Secretary to each member, specifying the business to be transacted.
- 8.3 COMMITTEE MEETINGS shall be held not less than twice in every year. Four members shall constitute a quorum and in the absence of the Chairman and Vice-Chairman, those present shall elect a Chairman for that meeting from those present.

9. ACCOUNTS

- 9.1 All funds and assets in the possession of the Association shall be held, paid and applied as

FRIENDS OF GOSPORT MUSEUM

the Committee may direct within the Objectives of the Association and pending such direction all funds shall be held in a separate bank account in the name of the Association with such Bankers as the Committee may from time to time direct.

- 9.2 All cheques drawn on such Bankers shall be signed by any two of the Chairman, Vice Chairman, Honorary Secretary or Honorary Treasurer.
- 9.3 All documents requiring endorsement shall be sufficiently endorsed if signed by any one of the above.

10. DUTIES OF THE COMMITTEE

- 10.1 The Committee shall be responsible for the management and administration of the Association and its funds
- 10.2. The Committee shall have power to co-opt up to three further members and fill any vacancies occurring among its elected members during the course of the year between Annual General Meetings.
- 10.3 The Committee may constitute any sub-committees it considers necessary all of whose members need not necessarily be members of the Committee. Sub-committees shall be subordinate to and may be regulated or dissolved by the Committee.
- 10.4 The Committee may nominate any of its members to serve as delegates on another body
- 10.5 The Committee may pay the whole or any part of the expenses of any member in or about the execution of any of his or her functions and duties on behalf of the Association.
- 10.6 The Committee may make or vary rules provided they are not inconsistent with this Constitution.

11. AUDITOR

An auditor, who need not be a member of the Association, shall be appointed at the Annual General Meeting.

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 Association, provided that 21 days notice of the proposed amendment has been given to all members.

13. 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 Honorary Secretary.

14. WINDING UP

1. If a motion for the dissolution of the Association is to be proposed this motion shall be referred to specifically when notice of the Meeting is given.

FRIENDS OF GOSPORT MUSEUM

2. The Association may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting of the Association confirmed by a simple majority of members voting at a further Special General Meeting held not less than 14 days after the previous Meeting.
3. In the event of the dissolution of the Association the available funds of the Association shall be transferred to such one or more Institution, Association, Club or Society having objectives similar or reasonably similar to those of the Association or any other local organisation registered as a Charity chosen by the Committee and approved by the Meeting of the Association at which the decision to dissolve the Association is confirmed.