



CONSTITUTION (2019)

1. Leicester Civic Society.

2. Purposes

Object Clause:

The Society is established for the following purposes in the area comprising the unitary authority of the city of Leicester to:

For the public benefit;

- encourage and promote high standards of planning and architecture within the city that enhances heritage and its contexts.
- To promote the preservation of the best of the remaining features of the historic past of Leicester and its surroundings as well as the best of the existing features of public amenity and interest and the incorporation and blending of such features in present and future developments.

Furtherance powers;

In pursuit of these purposes the Leicester Civic Society will seek to:

- 2.1. Promote research into subjects directly connected with the aims of the Society.
- 2.2. Co-operate with, voluntary organisations, charities, statutory authorities and individuals having similar aims to those of the Society.
- 2.3. Promote, or assist in promoting activities of a charitable nature in the city
- 2.4. Promote its activities through printed materials and social and other media.
- 2.5. Make surveys, prepare maps and plans, and collect information in relation to any place or building of historic interest within the city.
- 2.6. Hold meetings and exhibitions.
- 2.7. Give advice and information on the built and natural environment in Leicester.
- 2.8. Raise funds and solicit contributions from the public by way of subscription fees and donations and otherwise provided that the Society will not undertake any permanent trading activities in raising funds for its primary purpose



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2.9. Carry out any other lawful activities to work towards the Society's purposes.

In addition, the committee may on behalf of the Society:

2.10. Sell or dispose of or turn to account all or any of the property or funds of the Society as shall be necessary.

3. Membership

Membership shall be open to all who are interested in actively furthering the purposes of the Society. No member shall have the power to vote at any meeting of the Society if his or her subscription has lapsed.

4. Subscriptions

4.1 The subscription year runs for 12 months from the date of renewal.

4.2 The annual subscription will be paid by each member in one of the following categories:

Individual Membership

Discounted Membership (Under 18, full time students, those in receipt of welfare benefits or aged 60+)

Household Membership (two adults living at the same address)

4.3 The subscription fees are determined by the committee and will be published with the renewal notice and elsewhere as appropriate. They may be altered by the Committee if agreed at a Committee meeting and the new rate(s) will apply from the next subscription renewal date.

4.4 Membership shall lapse if the member's subscription is unpaid three months after it is due.

4.5 The life membership rate and rates for patrons will not be available to new subscribers. These rates will be honoured for any existing subscribers.

4.6 The committee may, at its discretion appoint a Patron to promote and support the Society.



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5. Meetings

5.1 An Annual General Meeting shall be held not later than June of each year to receive the Committee's reports and audited accounts, 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 ten days' notice of such meetings to all members.

5.2 Special General Meetings of the Society shall be held at the written request of members representing not less than 10% of the existing membership of the Society and whose subscriptions are current.

6. The Committee

The Committee shall be responsible for the management and administration of the Society. The Committee will consist of the Officers and not less than two and not more than six other members. The Committee shall have the power to co-opt further members to fulfil particular tasks as required, not exceeding four, until the next Annual General Meeting. Co-opted roles can also include former members of the committee with specialist knowledge and expertise to attend meetings at the request of the Secretary or Chair. In the event of an equality of votes cast the Chairman shall have a second or casting vote. Nominations for election to the Committee shall be made at least 14 days before the Annual General Meeting. They must be supported by a seconder and the consent of proposed nominee must first have been obtained. If the nominations exceed the number of vacancies a ballot shall take place in such a manner as shall be determined. Members of the Committee shall be elected annually at the Annual General Meeting of the Society. Outgoing members may be re-elected. The Committee shall meet a minimum of six times a year at intervals of no more than two months and the Honorary Secretary shall give all members not less than seven days' notice of each meeting. The quorum shall comprise not less than five of the members of the Committee including Officers.

7. Elected Officers and Committee Members

Shall be required to attend no less than 60% of scheduled meetings unless there is good reason not to attend through unforeseen circumstances. The Committee may by majority vote, remove a member from the committee in the case of continuous absence and/or inactivity without good reason for e.g. health grounds.



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8. Officers

8.1 Nominations for the election of Officers shall be made 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. The election of Officers must be completed prior to the election of further Committee members. Nominees for election as Officers or Committee members 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.

8.2 The Officers of the Society shall consist of:

Chair

Deputy/Vice Chair

Secretary

Treasurer

Membership Secretary

Conservation Officer

Data Protection Officer

Publicity/Public Relations Officer

All of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting. The Committee shall have the power to fill casual vacancies occurring among the Officers of the Society

8.3. Working Parties

Temporary working parties maybe set up for specific, short term purposes by the Committee. The set-up of these groups will be more informal than the Committee, e.g. there will be no formally recognised Chair. These groups will report to the full Committee at the regular Committee meetings

9. Declarations of Interest

Any Officer, member of the Committee, working party, or Society who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting at which they are present must declare such interest and they will not be entitled to discuss, or vote upon any such item.



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10. 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.

11. Investment

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

12. Trustees

Any freehold or leasehold property acquired by the Society shall and if the Committee so directs any other property belonging to the Society may be vested in Trustees who shall deal with such property as the Executive 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 need 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-appointed by the Executive Committee. The Honorary Secretary shall from time to time notify the Trustees in writing of any amendment thereto 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.

13. 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



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28 days' notice of the proposed amendment 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.

14. Notices

Any notice required to be given by these rules shall be deemed to have been duly given if sent to the last notified email address of that member or left at or sent by prepaid post addressed to the postal address of that member last notified to the Secretary.

15. Winding Up

The Society shall be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting of the Society confirmed by a simple majority of members voting at a further 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 similar or reasonably similar to those therein 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. On dissolution, the minute books and other records of the Society shall be deposited with the Civic Voice.



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