



# CONSTITUTION

## 1. NAME

The name of the Association shall be – **Friends of Gressenhall, The Norfolk Rural Life Museum**, hereinafter known as the Association.

## 2. OBJECT

The object of the Association is the promotion, support, assistance and improvement of the Norfolk Rural Life Museum at Gressenhall through the activity of a group of Friends which shall be a charitable organisation. The Association shall have the power to:

- \* Encourage, promote and assist in the formation and development of a group of Friends of Gressenhall.
- \* Generally further the charitable purpose of the Norfolk Rural Life Museum at Gressenhall and encourage the development of facilities afforded by it.
- \* Appoint representatives and delegates to any other body with whom the Association may be concerned.
- \* Engage in, support and co-ordinate research, publishing, education, advertising and other work for the furtherance of the above object providing that no activities of a permanent nature shall be undertaken by the Association.
- \* Take any further lawful action to promote the above.

## 3. MEMBERSHIP

Full membership of the Association shall be open to all individuals over the age of eighteen years. The Executive Committee has power to refuse membership.

## 4. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following officers and members – President, Chair, Vice-Chair, Secretary, Treasurer, Membership Secretary, Communications Officer and up to eight members to be elected each year. All Officers and Committee members shall be elected for one year and shall be eligible for re-election at the Annual General Meeting. The elected Chair may serve a maximum period of four consecutive years after which must take a break of a minimum period of one year. All Officers must be paid-up members of the Association. Executive Committee meetings shall be held not less than twice in every year. Four members shall constitute a quorum. In the absence of the Chair and Vice-Chair, those present may elect a Chair for the meeting from among their number.

## 5. SUBSCRIPTION

The annual subscription of the Association shall be such a sum as may be fixed at the Annual General Meeting. Subscriptions shall become due on the first day of April for the calendar year except memberships paid for direct debit which shall become due on the anniversary of joining. A Friend whose subscription is not paid is excluded from membership during that year.

## 6. MEETINGS

The Annual General Meeting of the Association, of which at least 21 days notice shall be given by the Secretary, shall not be later than six months from the end of the financial year. The Committee may at any time and shall within 30 days after receiving a request in writing from any eight members summon a special general meeting, of which not less than 21 days notice shall be given by the Secretary to each Friend specifying the business to be transacted.

The business of the Annual General Meeting shall be to elect a President, to receive a report from the Executive Committee, to receive the annual accounts and appoint auditors, and to consider any proposal of which due notice shall have been given. The business shall

also include the election of Officers and Executive Committee and the fixing of a subscription rate.

**7. ACCOUNTS**

All funds and assets in the possession of the Association shall be held, paid and applied as the Executive Committee may direct within the object 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 Executive Committee may from time to time direct. All cheques drawn on such bankers shall be signed by any two of the Chair, Vice-Chair, Secretary, Treasurer or appointed Trustee. All documents requiring endorsement shall be sufficiently endorsed if signed by any one of them.

**8. EXECUTIVE COMMITTEE : POWERS AND DUTIES**

The Committee shall have the general management and direction of the funds and affairs of the Association, and in particular (but without prejudice to the generality of the foregoing).

- \* May nominate any of its delegates to serve on another body
- \* May pay the whole or part of the expenses of any member in or about the execution of any of his approved functions and duties on behalf of the Association.
- \* May fill casual vacancies from time to time in its membership as required
- \* May co-opt up to three additional members
- \* May invite representatives from the Museum Staff to attend meetings

**9. AUDITORS**

An honorary auditor, who need not be a member of the Association, may be elected at the Annual General Meeting.

**10. ALTERATIONS**

No alterations may be made to this constitution except by and with the authority of a resolution of the Association in general meeting of which a copy has been submitted in writing to the Secretary either as in Clause 6 or not less than 30 days before such a meeting. No alteration shall be made which would affect the Association's charitable status.

**11. NOTICES**

Notices to Friends shall be deemed sufficiently served if sent by email or post to the address of the Friends registered on his / her subscription form.

**12. WINDING UP**

The Friends shall on the winding up of the Friends of Gressenhall pay the surplus funds of the Association towards such other Charities as the Executive Committee shall in its direction decide, subject to the approval of the Government Department having jurisdiction of educational charities.

Ratified at the Annual General Meeting held on 15<sup>th</sup> September 2021.

Signed:

Mike Lake (President)