

Cumbria Local History Federation

Constitution

1. The Federation shall be known as the Cumbria Local History Federation.
2. The objects of the Federation are
 - a) to promote and encourage educational interest in and knowledge of local history studies in Cumbria;
 - b) to inform individuals and organisations about local history events and activities in the county;
 - c) to provide a means for liaison between organisations interested in Cumbrian local history and a forum for exchange of ideas and information;
 - d) to develop a framework for mutual support and advice on matters such as sources, techniques, publication, research etc.;
 - e) to organise occasional conferences and exhibitions.
3. Membership
 - a) Membership of the Federation will be available to all organisations and persons interested in the local history of Cumbria and adjacent areas.
 - b) Membership shall be by payment of such subscriptions as the Annual General Meeting of the Federation shall from time to time determine. Membership shall be renewable on 1st January each year.
 - c) Members joining the Federation after the 1st October in any year shall enjoy membership until 31st December in the year following without payment of a renewal subscription.
4. Management and Meetings
 - a) Management of the Federation shall be by means of a Committee consisting of a Chairman, Secretary, Treasurer, Newsletter/Bulletin Editor and up to five other members.
 - b) The officers and committee members of the Federation shall be elected annually at a General Meeting to be held during the last four months of the calendar year.
 - c) A quorum for a General Meeting of the Federation shall be ten members.
 - d) At least 28 days' notice must be given in writing to members of an Annual General Meeting of the Federation.
 - e) In the event of a vacancy occurring on the Committee, the Committee shall have the power to co-opt a replacement for the remainder of the term of office.
 - f) The Committee may co-opt members onto the Committee or onto sub-committees for any specified purpose or period.
 - g) A quorum for a meeting of the Committee shall be one officer and two other committee members.
 - h) Decisions of the Committee shall be reached by a simple majority of those present and voting. In the event of an equality of votes the chairman of the meeting shall have the casting vote.
 - i) In the event of a decision being required on some urgent matter which cannot wait the calling together of the Committee, the Chairman may authorise the Secretary to seek the views of the Committee. A simple majority shall give their support to the proposed action, to be confirmed in writing. Any decision taken by this method shall not involve financial expenditure and shall be formally ratified and minuted at the next meeting of the Committee.
 - j) At General Meetings of the Federation individual members shall have one vote each and the appointed representatives shall have two votes on behalf of that society
5. Accounts
 - a) The Treasurer shall keep the accounts of the Federation which shall be independently

checked before the statement is presented at the Annual General Meeting of the Federation.

- b) A bank account shall be opened, with the Treasurer together with two other members of the committee as signatories for the purposes of that account. Any two of these signatories will be necessary to validate the transactions of the account.
 - c) The person, persons or company selected to independently audit the accounts shall be subject to appointment by the Committee
6. The Editor shall be responsible for producing a Newsletter/Bulletin for circulation to members at least three times a year.
 7. This Constitution may only be altered at an Annual General Meeting or a Special General Meeting called for that purpose. Members must be given at least 28 days' notice in writing of the proposed alteration and of the meeting at which it will be discussed.
 8. The Federation may at any time be dissolved by the consent of the majority of the members voting in a postal ballot held for that purpose and consequent upon a resolution to dissolve the Federation first having been carried out by the Committee of the Federation. The assets remaining after satisfying all debts and liabilities of the Federation shall be disposed of in accordance with the aims of the Federation.

This constitution was approved at the inaugural meeting of the Federation held on 17th October 1992, with the addition of subsection 5(c) carried at the Annual General Meeting on 24 October