

# Allen Valleys Local History Group (AVLHG)

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## 1 Name

The Group shall be called the Allen Valleys Local History Group, referred to as AVLHG or 'the Group.'

## 2 Group Aim and Objectives

The aim of the Allen Valleys Local History Group is:

- Allen Valleys Local History Group will actively support the research and recording of the history of the Allen Valleys. The group will share knowledge, information and skills as widely as possible.

This aim will be delivered through:

- When and where possible the group will support individuals, groups and partner organisations research and record the history of the Allen Valleys.
- The group will actively engage those interested in local history through a programme of talks, walks and events.
- The group will develop and maintain the Allen Valleys Local History web site. The web site will act as a repository for photographs, documents information and news relating to Allen Valleys local history and develop an archival resource.

## 3 Membership

### 3.1 Membership term

Membership will run from 1 June to 31 May each year. Annual membership fees will be decided at the AGM.

### 3.2 Voting Rights

Adult members (over 18 years of age) shall have voting rights within the Group.

### 3.3 Removal of Membership

The Executive Committee shall have, at its absolute discretion, the power to remove from membership any person whose conduct at Group functions or elsewhere is objectionable or likely to bring the Group into disrepute. No such member shall have any claim on the group for monies paid.

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## 4 Administration

### 4.1 Executive Committee

The Group shall be administered by an Executive Committee of at least four persons.

- The posts of Secretary and Treasurer, and at least two additional ordinary members, shall be elected from and by the voting membership at the Annual General Meeting.
- The Executive Committee, at their first meeting following the AGM, shall elect the Chairman and Vice-chairman.

No person shall hold more than one Executive post at a time. In the future, other officers may be appointed for additional roles or co-opted as the committee feel necessary.

### 4.2 Elections

#### 4.2.1 Officers

The posts of all executive officers shall be subject to annual election at the AGM. Normally, consecutive post-holding in the same role shall be limited to three terms.

#### 4.2.2 Nominations

Any full adult member of the Allen Valleys Local History Group is eligible to be nominated for, self-nominate, or nominate another member, for any available post.

#### 4.2.3 Unfilled and Vacant Posts

Elections for unfilled or vacated posts may take place at ordinary meetings of the Group.

In the event of only one nomination being received then the nominated person shall be elected to the post, provided that the election is approved in accordance with other requirements for election.

In the event of more than one nomination being received for any post, members can vote in person by a show of hands whenever an election is called.

In the event of no nomination being received for any post, the executive committee can co-opt for the post from within the membership.

## 5 Meetings

### 5.1 AGM

An Annual General Meeting shall be held by the end of June of each year.

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## 5.2 Committee Meetings

The secretary shall convene committee meetings as necessary for the efficient running of the Group.

## 5.3. Special General Meetings

At the request of the Executive Committee or at the written request of at least one sixth of the voting membership of the Group, the secretary shall convene a Special General Meeting of the Group and give one month's notice to members of the date and the nature of the business to be discussed.

## 5.4 Meeting Attendance

All members shall have the right to attend the AGM or SGM and all Executive Committee meetings of the Group, although they will have no voting rights at the latter.

## 5.5 Quorum

A quorum at meetings shall be three members.

## 5.6 Voting

All adult members shall have the right to vote at the AGM and SGM.

All Executive Committee members shall have the additional right to vote at executive committee meetings.

A resolution shall be passed if supported by a simple majority of votes cast. In the event of a tied-vote, the chairman (or acting chairman) has the casting vote.

## 6 Finances

### 6.1 Administration of Finances

The Group's financial year shall run from April 1st to March 31st the following year.

The Group shall maintain a suitable bank account into which all monies shall be deposited. The account shall be administered by the Executive Committee, with the day to day running by the Treasurer. The signatories to this account shall be any two out of three of the Treasurer and the members nominated by the Executive Committee as signatories.

The Treasurer shall maintain proper accounting records of income and expenditure of the Group, which may be subject to audit.

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The Treasurer shall also make available to the members of the Executive Committee a copy of records and supporting bank statements at intervals not exceeding 3 months.

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## **6.2 Membership fees**

Not less than one month before the AGM, the Executive Committee shall put forward a proposal for membership fees for the year.

Members who have not renewed their membership two months after the date of the AGM will be deemed to have resigned from the Group. Such persons shall have the right to reapply for membership of the Group if they so wish.

## **7 Records**

### **7.1 Meetings**

The minutes of the AGM, committee meetings and any special general meetings shall be held by the Secretary and be available to all members up on written requests made via email, letter or text.

### **7.2 Membership**

A list of members shall be maintained by the Membership Secretary in accordance with General Data Protection Regulations (GDPR) or data-protection legislation that may amend or replace it.

## **8 Dissolution of Group**

The Group may be dissolved with the approval of not less half of the membership of the Group, at a special general meeting called for that purpose. At the dissolution of the Group all funds and effects of the Group shall be transferred by gift to Allendale Parish Council to be held for a future archive group or local history group or project. Such transfers shall be approved by members attending the meeting at which the dissolution of the Group is agreed.

## **9 Insurance**

The Executive Committee shall be responsible for arranging suitable insurance to cover public liability by group members at group functions.

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## **10 Alterations to Constitution**

The secretary shall give at least one months' notice to all members of the group of any motion – proposed and seconded by members of the Group – which seeks to alter the Constitution. Such a motion shall be carried if approved at an AGM or SGM of the Group.

## **11 Constitution**

All members shall be provided with access to the Constitution, to be hosted on the Group's website.

This Constitution was adopted on 3 October 2017.

### **Amendments**

- Amendments to this constitution were passed at the AGM on 28 June 2022 relating to Paragraphs 3.2, 4.1, 4.2.1, 5.1, 5.4, 5.5, 5.6, 6.1, 6.2, 7.1, 7.2, 11 and are reflected within this document.

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## Annex A - Policies

### Child and Vulnerable Adult Protection Policy

#### Definitions

- 'Child' is defined as a person under 18 years of age.
- 'Vulnerable Adult' is defined by the Government as 'a person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.
- 'Abuse' is defined by the Government as 'violation of an individual's human or civil rights by any other person or persons'. This can include physical, sexual, emotional/psychological, or neglect.
- For the purposes of this document, the term 'child' can also be read as 'children'. The term 'vulnerable adult' can also be read as 'vulnerable adults'. Unless otherwise stated, any mention of child or children shall automatically also apply to vulnerable adult/s, and vice-versa.

#### Principles

- The Group will take all reasonable steps to provide a safe and secure environment for children when they attend Group events or meetings.
- Group members will ensure that they are never alone with children or vulnerable adults as part of Group events or meetings.
- The Group will adhere to the laws relating to children in respect to children attending Group events and activities.
- Any member noticing the abuse of a child has a legal responsibility to immediately report it to either the Police or the Local Authority Child Services.
- Any member witnessing abuse on the Group's premises and/or during its activities, who is unsure about abuse, or to whom to report such matters, should discuss the issue with an Executive Officer of the Group who will, if necessary, seek advice and act accordingly.
- At no time will any member of the Group act 'in loco parentis'.
- Future decisions regarding policy or the activities of the Group will be mindful of, and not contradict, the principles of safeguarding children.

#### Group Activities

- Children must be accompanied and supervised by a parent or guardian at all times when undertaking Group activities.
- The parent (or guardian) remains responsible at all times for the safety, security, and actions of the child.
- The Group requires adequate supervision of children. If organisations (such as Scouts, Cubs, Guides, Brownies, etc) partake in Group activities, it is the

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responsibility of the visiting organisation to ensure that there are sufficient accompanying adults, and that these adults have been vetted in accordance with the latest legislation as being suitable to work with children. The Group takes no responsibility for the vetting or supervision of third parties.

- Any party or organisation not adhering to the above terms will not be admitted to Group events and activities.

## **Revision**

This policy will be reviewed annually, or more frequently in the light of any experience, legislative change or guidance issued.

## **Equal Opportunities**

The Group is fully committed to maintaining an environment in which the study of local history is paramount. We will ensure that no member (or applicant) is treated more or less favourably on the grounds of colour, race, nationality or ethnic origin, gender, sexual orientation, disability, marital status, age, job title, religion or belief, or any other condition which is unrelated to group aims and objectives.