



This Constitution was agreed (by a majority of ***/unopposed) by members present at an Inaugural Meeting held on Monday 10th April 2017 at The McLaurin Building, University of Hertfordshire.

1. NAME

The Society shall be known as 'Smallford Station and Alban Way Heritage Society'.

2. OBJECTS

The objects of the Society are :

- 2.1. To encourage and promote the education of the general public in the study of the heritage of the former Hatfield to St Albans Railway (now the Alban Way foot- and cycle-path) and the impact that this had, and continues to have, on the surrounding communities and environment.
- 2.2. To research, collect, communicate and exhibit all historical and educational artefacts connected with Alban Way which the Society may be able to acquire together with related items of local interest.
- 2.3. To raise funds as may be required for its work and, if and when possible, for the purchase or lease of property and land to establish a heritage centre for accommodating and demonstrating the exhibits. It shall also have power to do all such lawful things as will further its objects.
- 2.4. To develop the knowledge, skills and competences of the members of the Society in conserving, researching and sharing the heritage, wildlife, nature, walking and cycling in the area and anything else that the Society deems appropriate.

3. MEMBERSHIP

Membership shall be open to all individuals and organisations subscribing to the Society's Objects. The Management Committee (as defined in Paragraph 4) shall have discretion to refuse or approve membership at any time.

3.1. Members

Members are those individuals who have paid their current annual subscription in full.

3.2. Corporate Members

Corporate Members are those companies and other organisations that have paid their current annual subscription in full. Corporate Members shall have a single vote made by one of their representatives at General Meetings (as defined in Paragraph 6).

3.3. Friends of the Society

This category will be offered to general supporters of the Society who will not have any voting rights at General Meetings.

4. MANAGEMENT

4.1. Management Committee

The Society's policies shall be decided by a Management Committee of not more than ten elected Members. Written nominations, to be received by the Honorary Secretary one month before the date of the Annual General Meeting, must be made by two paid up Members and must be accompanied by the written consent of the nominee who must him/herself be a paid up Member. One third (to the nearest whole number) of Members of the Management Committee shall retire each year but shall be eligible for re-election. They shall be those Members with the longest service since they were last elected. In the case of equal service the Management Committee shall decide by drawing lots for which Member(s) shall retire. Should there be more nominees than vacancies a ballot shall be held at the Annual General Meeting. The Management Committee shall convene a minimum of two meetings a year. At least two weeks' notice shall be given of any meeting unless special urgency is agreed by two Officers (as defined in Paragraph 5) when this may be reduced to a reasonable time. The Management Committee shall have power to co-opt up to four additional Members to serve until the end of the current year.



4.2. Sub-committees or Working Groups

The Management Committee may appoint Sub-committees or Working Groups to which may be delegated specific duties. The Co-ordinator of the Sub-committee or Working Group shall be appointed by the Management Committee together with any proposals concerning their work with estimates of cost where applicable. The Co-ordinator will, in conjunction with the Honorary Treasurer, be responsible for any expenditure of money allocated to the Sub-committee or Working Group by the Management Committee. The Co-ordinator shall be responsible for the composition of his/her group.

5. OFFICERS

The Officers of the Society shall consist of a Chairperson, Honorary Treasurer and Honorary Secretary, who shall also be Members.

6. GENERAL MEETINGS

At least two weeks' notice of date and agenda for General Meetings shall be given to all paid up Members and Corporate Members at their last known postal or electronic address. Every Member shall have one vote in person (or postal/electronic vote), or in the case of a Corporate Member, its voting right shall be as defined in Paragraph 3.2. In the case of an equality of votes the Chairperson shall have a second or casting vote.

6.1. Motions

All motions requested for the Agenda must have been received by the Honorary Secretary at least forty eight hours prior to the General Meeting.

6.2. Quorum

In order for a General Meeting to proceed, a quorum consisting of a minimum of four voting Members/Corporate Members of which at least one will be an Officer must be present. The General Meeting shall be re-scheduled if a quorum is not met.

6.3. Annual General Meeting

An Annual General Meeting shall be held every year. At this meeting the Annual Report and Accounts for the previous year shall be received and questions thereon answered by members of the Management Committee.

6.4. Special General Meetings

A Special General Meeting may be convened by the Honorary Secretary upon the request of the Management Committee or by at least ten percent of the total number of Members and Corporate Members. No matters other than those on the Agenda may be considered at such a meeting.

7. FINANCE

The Society's income shall be obtained from annual subscriptions, donations, any charges for viewing exhibits, sale of literature or other objects, and other means deemed suitable by the Management Committee. The rates of subscription shall be fixed from time to time by the Management Committee and approved by the next General Meeting. After deduction of operating expenses, all monies shall be devoted to the aims of the Society. Loans may be made to the Society for purposes in line with its aims. All sums collected, unless required for immediate expenses shall be paid into a Bank Account in the name of the Society within a reasonable time. Monies not required in the near future may, at the discretion of the Management Committee, be invested in securities in which Trust monies may by law be invested.

7.1. Authorisation of Payments

The Honorary Treasurer and two other named members of the Management Committee shall have the sole authority to commit the Society's funds or authorise payments via a debit card, cheque or on-line banking on the Society's Account. Such authorisation may be undertaken by email or other written means between the Honorary Treasurer and one other such authorised person.



8. ASSETS

Assets purchased, leased or otherwise acquired by the Society, shall be vested in the Officers and one other member of the Management Committee.

9. AMENDMENTS TO THE CONSTITUTION

Amendments may be made to this Constitution only at a General Meeting and notification of the proposed changes must be circulated to all paid up members in writing at their last known address at least two weeks before the date of such General Meeting. A majority of two thirds of those present and those voting by post or other electronic means shall be necessary to approve the above changes.

10. WINDING UP

In the event of the winding up of the Society, its assets, after payments of all just debts, shall be paid or transferred to an organisation having objects similar to those of the Society, as the membership of the Society shall decide.