

Vale of Evesham Historical Society

BYE-LAWS

Drafted 30th March 2017

In accordance with Clause 32, the Charity trustees are entitled to make rules or bye-laws for the conduct of their business. The following bye-laws are proposed:

MEMBERSHIP AND SUBSCRIPTIONS

1. The Society shall operate on a yearly basis: the start of the Membership Year shall be the 1st September.
2. The level of members' subscriptions shall be decided by the trustees.
3. Subscriptions shall be due at the first meeting in September each year
4. A member, upon payment of their subscription, will receive a Membership Card for the current year. This will be invalid unless signed by the member.
5. A member whose subscription is three months in arrears will be issued with a reminder; if the subscription is not renewed until six months after it is due, membership will be deemed to have lapsed in accordance with Section 9(3) of the Constitution.
6. No member whose subscription is in arrears shall be entitled to vote at any meeting of the Society.
7. No trustee whose subscription is in arrears shall be entitled to vote at any meeting of the trustees.
8. An application for membership will be invalid unless the member's postal address and/or e-mail address is made known to the trustees.
9. A member of the Society is entitled to free admission to the Almonry Museum on production of a valid Membership Card.

MEETINGS

10. Notice of a General Meeting of the Society will be given at least two weeks in advance.
11. If formal business is to be transacted at the meeting (including at the Annual General Meeting) the meeting agenda, and a statement or summary of any motions to be decided, shall be given to all members at least one week in advance.
12. All meetings of the Society in the programme of talks are considered to be General Meetings. The programme of meetings given to each member in the Membership Card is considered to be adequate notice of these general meetings as required in Bye-

law 10. This does not negate the need to circulate notice of any motions to be decided, as in Bye-law 11.

TRUSTEES

13. No-one may simultaneously hold more than one of the officer posts listed in Clause 17(2) of the Constitution.
14. The trustees may appoint nominated individuals to the positions of Patron, President and Vice-President. These positions are honorary ones which may be used by the trustees to honour anyone whose services to the Society, or to its objects, have been notable. The holders of such positions will be deemed to be Life Members if not so already. They will be entitled to attend meetings of the trustees, but not to vote unless so entitled otherwise.
15. At least one meeting of the trustees shall be held in each quarter of the year.
16. Notice of a meeting of trustees shall be given at least two weeks in advance. Notice of the meeting agenda shall be given at least one week in advance.
17. The officers of the Society (chair, vice-chair, secretary and treasurer) cannot be employees of Evesham Town Council.¹

INFORMAL AND SOCIAL GATHERINGS

18. The trustees will arrange formal meetings and informal or social gathering of the Society as appropriate. Meeting and gatherings at the Almonry will be by arrangement with the Almonry Manager.

ASSETS AND ARTEFACTS

19. The Society shall maintain an Asset Register of the assets associated with its functioning and business, and a separate Inventory of the historical artefacts, documents and ephemera in its care.
20. The Society may accept gifts of historical artefacts, documents and ephemera, but any gift shall be accompanied by a written record, which itself shall include:
 - a. A declaration by the donor that he or she has title to the item and is willing to donate it to the Society;
 - b. The contact details of the donor;

¹ Agreed to be included at meeting of trustees on 16th November 2016.

- c. A description of the gift sufficient to identify it, with a photograph or other image if appropriate; and
 - d. An signature by two or more trustees authorising and acknowledging the receipt of the gift.
21. The Society may accept loans of historical artefacts, documents and ephemera, but any loan shall be accompanied by a written record, which itself shall include:
- a. A declaration by the lender that he or she has title to the item and is willing to loan it to the Society;
 - b. The contact details of the lender;
 - c. A description of the item sufficient to identify it, with a photograph or other image if appropriate;
 - d. A note of the condition of the item being loaned;
 - e. The duration of the loan (an indefinite loan will not be permitted);
 - f. A note of any restrictions or requirements associated with the loan or the activities of the Society pertaining to the item; and
 - g. A signature by two or more trustees authorising and acknowledging the receipt of the loan and the associated restrictions and requirements.
22. The Society shall ensure that all historical artefacts, documents and ephemera, which it owns or are in its care, shall be stored, maintained and insured appropriately and adequately.
23. Any activity of maintenance or conservation of the historical artefacts in the care of the Society shall be carried out under the personal supervision of a trustee, and shall be carried out in accordance with the guidance of a suitably qualified authority.
24. The Society shall not loan out any historical artefacts, documents and ephemera in its care except in accompaniment with a written record of the loan, which itself shall include:
- a. An authorising signature by a trustee
 - b. A note of the duration of the loan (an indefinite loan will not be permitted)
 - c. A signature by the borrower accepting responsibility for the care of the item.
 - d. (This restriction does not apply to other assets of the Society)
25. The Society shall not loan out any item which is on loan to the Society without the written permission of the original lender.
26. The disposal of any historical artefacts, documents and ephemera in the care of the Society shall be made only with the prior agreement of a quorate meeting of the

trustees and in a manner considered by the trustees to be in accordance with the guidelines of the Museums Association. (This restriction does not apply to other assets of the Society)

27. The Society may, as appropriate, make recommendations regarding the disposal of an item in the Almonry Museum collection owned by the Town Council or any other body. The responsibility for the ethical disposal will remain with the owner.