



Our constitution

Bradford Civic Society is a registered charity, number 1115384.

As outlined with the **Charity Commission**, our principal aims and activities are: “To encourage high standards of architecture and town planning in the city centre of Bradford (Post Code BD1). To stimulate public interest in and care for the beauty, history and character of the city centre and to stimulate the preservation and refurbishment of the historic built environment.”

Below, you will find a more detailed breakdown of our objectives, as defined in our founding constitution.

1. NAME

The name of the society shall be the **Bradford Civic Society** (hereinafter called the Society)

2. OBJECTS

The Society is established for the public benefit for the following purposes in the area comprising Bradford city centre and its environs which area shall hereinafter be referred to as “the area of benefit”

- (i) To promote high standards of planning and architecture in or affecting the area of benefit
- (ii) To educate the public in the geography, history, natural history and architecture of the area of benefit
- (iii) To secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit.

In furtherance of the said purposes but not otherwise the Society through its Executive Committee (hereinafter called the Committee) shall be empowered:

- 1) To promote civic pride in the area of benefit
- 2) To promote research into subjects directly connected with the objects of the Society and to publish the results of any such research
- 3) To act as a co-ordinating body and to co-operate with the local authorities, planning committees, and all other statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society
- 4) To promote or assist in promoting activities of a charitable nature throughout the area of benefit

- 5) To publish papers, reports and other literature
- 6) To make surveys and prepare maps and plan and collect information in relation to any place, erection or building of beauty or historic interest within the area of benefit
- 7) To hold meetings, lectures and exhibitions
- 8) To educate public opinion and to give advice and information
- 9) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, provided that the Society shall not undertake any permanent trading activities in fund raising for its primary purpose
- 10) To acquire by purchase, gift or otherwise, property whether subject to any special trust or not
- 11) Subject to any consents as may be required by law, to sell, let, mortgage, dispose of, or turn to account, all or any of the property or funds of the Society as shall be necessary
- 12) Subject to such consents as may be required by law, to borrow or raise money for the purposes of the Society on such terms and on such security as the Executive Committee shall think fit, but so that the liability of the individual members of the Society shall in no case extend beyond the amount of their respective annual subscriptions
- 13) To do all such other lawful things as are necessary for the attainment of the said purposes

3 MEMBERSHIP

a) Categories of Membership: Membership shall be open to all who are interested in actively furthering the purposes of the Society. There will be six classes of membership namely:

Full Adult members

ii) Family members

iii) Young members

iv) Life members

v) Corporate members

vi) Honorary members

(i) Full Adult members are those aged 18 and over.

(ii) Family members shall comprise up to two adult and all children under 18 years of age.

(iii) Young members shall be those under 18 years of age.

(iv) Life members shall be admitted to Full Adult membership for life on payment of such sum as shall be determined at a General Meeting of the Society and shall be exempt from payment of any further annual subscription.

(v) Corporate members shall be companies, businesses, institutions, clubs, societies, public & private bodies and the like and shall be admitted subject to the approval of the Committee.

(vi) Honorary membership may be conferred on any person by a special resolution of the

Committee and shall carry no liability for payment of subscriptions. An Honorary member shall be deemed to be a paid-up member unless the Committee shall determine otherwise. Honorary membership may be conferred for one year, or for such period as the Committee may decide.

The Honorary Membership Secretary shall be empowered to admit persons in all classes of membership other than Corporate or Honorary without reference to the Committee.

Any member may resign at any time by giving notice in writing to the Honorary Membership Secretary.

b) Membership Year

(1) The membership year shall begin on 1st April and expire on 31st March of the following year.

(2) The membership of anyone joining after 1st October of any year shall be valid until 31st March of the following year but one (i.e. for a period of up to 18 months).

(3) Persons whose subscriptions are still outstanding on 1st July shall be deemed to have resigned.

c) Voting Rights

(i) Full Adult, both Family Adults and Life members shall be eligible to vote at General Meetings.

(ii) A Corporate member may appoint a representative to vote on its behalf at General Meetings but before such representative exercises his or her right to vote, the Corporate Member shall give particulars in writing to the Honorary Secretary of such representative.

(iii) Young Members do not have the right to vote.

(iv) No person shall have the power to vote at any meeting if his or her subscription is in arrears at the time.

d) Subscriptions

(i) The subscription rates to be paid by all members other than Corporate and Honorary members shall be determined at a General Meeting of the Society.

(ii) The annual subscription to be paid by a Corporate member shall be determined by the Committee.

4 GENERAL MEETINGS

a) An Annual General Meeting shall be held in or about **May** of each year to receive the Committee's report and annual accounts, to elect Officers and Members of the Committee, and to appoint auditors.

b) The Committee shall decide when ordinary meetings of the Society shall be held.

- c) Special General Meetings of the Society shall be held at the written request of fifteen or more members whose subscriptions are fully paid-up, or may be convened as necessary by direction of the Chair.
- d) Six members personally present shall constitute a quorum for a meeting of the Society.
- e) At least 7 days' notice shall be given to members of all Meetings of the Society either by post or by e-mail.
- f) Voting shall be by a show of hands. In the event of an equality of votes, the Chair of the meeting shall be entitled to a second or casting vote.

5 OFFICERS

- a) The Officers of the Society shall consist of :

Chair

Vice Chair

Honorary Secretary

Honorary Treasurer

all of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting.

- b) Only Full Adult, Adult Family and Life Members shall be eligible to serve as Officers.
- c) Nominations for the election of Officers shall be made in writing to the Honorary Secretary at least 14 days before the Annual General Meeting. Such nominations shall be supported by a seconder and the consent of the proposed nominee must first be obtained. Only fully paid up members shall be entitled to propose and second a nominee for election..
- d) The election of Officers shall be completed prior to the election of further Committee members.
- e) Nominees for election as Officers shall declare at the Annual General Meeting at which their election is to be considered any financial or professional interest known or likely to be of concern to the Society.
- f) A President and Vice-Presidents may also be elected at a General Meeting of the Society for periods to be decided at such a meeting and shall be ex-officio non-voting members.
- g) The Committee shall have the power to fill vacancies occurring among the Officers of the Society.

6 THE EXECUTIVE COMMITTEE

- a) The Committee shall be responsible for the management and administration of the Society and shall consist of the elected Officers and up to six other elected members. The Committee shall have the power to co-opt further members (who shall attend in an advisory and non-voting capacity).

- b) Only Full Adult, Adult Family and Life Members are eligible to serve as Committee members.
- c) The President and Vice-Presidents may attend any meeting of the Committee but shall not vote at any such meeting.
- d) Nominations for election of Members to the Committee shall be as for the Officers as set out in 5c) and 5e). If the nominations exceed the number of vacancies, a ballot shall take place in such manner as shall be determined.
- e) Members of the Committee shall be elected annually at the Annual General Meeting of the Society and outgoing members may be re-elected.
- f) The Committee shall meet not less than six times a year at intervals of not more than two months and the Honorary Secretary shall give all members not less than seven days' notice of each meeting.
- g) Voting shall be by a show of hands. In the event of an equality of votes, the Chair shall have a second or casting vote.
- h) The quorum shall, as near as may be, comprise one third of the members of the Committee.
- i) The Committee shall have the power to fill up to three casual vacancies occurring among members of the Committee between General Meetings.

7 SUB-COMMITTEES

The Committee may constitute such sub-committees from time to time as shall be considered necessary for the purposes as shall be thought fit. The Chair and Secretary of each sub-committee shall be appointed by the Committee and all actions and proceedings of each sub-committee shall be reported to and confirmed by the Committee on an annual basis as soon as possible. Members of the Committee may be members of any sub-committee. Sub-Committees shall be subordinate to and may be dissolved by the Committee.

8 DECLARATION OF INTERESTS

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Society (including any meeting of any Committee or Sub-Committee) at which he or she may be present to declare such interest and he or she shall not discuss such item (except by invitation of the Chair) or vote thereon.

9 FINANCES AND ACCOUNTS

- a) The Financial Year of the Society shall commence on 6th April.
- b) The funds of the Society shall be under the control of the Committee and no monies shall be paid without its authority.

c) The Honorary Treasurer shall keep proper books of account and shall be responsible for placing all monies received in such a bank as the Committee may from time to time select, the bank account or accounts being maintained in the name of "The Bradford Civic Society".

d) All cheques and other orders shall be signed by two persons drawn from the list of authorised signatories who will comprise the Chair, Honorary Secretary and Honorary Treasurer or any other senior Members of the Society whom the Committee may from time to time approve.

e) All subscriptions and other monies due to the Society shall be accepted by the Honorary Treasurer or the Honorary Membership Secretary, either of whose receipt shall be deemed sufficient.

f) Accounts prepared by the Honorary Treasurer as at 5th April each year shall be properly audited and presented to the Annual General Meeting.

g) The Committee shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Society shall be applied by the Committee in the furtherance of the purposes of the Society.

10 TRUSTEES

a) Trustees shall be not more than six and not fewer than three in number and shall be appointed for the purpose of carrying out those duties required of them by the Charity Commissioners.

b) The Committee shall have the power to appoint and dismiss Trustees as it deems fit.

c) A Trustee need not be a member of the Society and may be a Trust Corporation.

d) No person whose membership lapses by virtue of clause **3) b) (3)** shall be eligible to act as a Trustee unless and until re-appointed as such by the Committee.

e) Any freehold or leasehold property acquired by the Society shall, and if the Committee so directs any other property belonging to the Society, may be invested in Trustees who shall deal with such property as the Committee may from time to time direct.

f) The Honorary Secretary shall from time to time notify the Trustees in writing of any amendment hereto and the Trustees shall not be bound by any such amendments in their duties as trustees unless such notice has been given.

g) The Society shall be bound to indemnify the Trustees in their duties (including the proper charge of a Trustee being a trust corporation) and liability under such indemnity shall be a proper administrative expense.

11 CHARITY OBLIGATIONS

The Committee shall comply, where appropriate, with their legal obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to

- :
- (1) the keeping of accounting records for the Society
 - (2) the preparation of the annual return and report for the Society
 - (3) the auditing and independent examination of the statements of account of the Society;
- and
- (4) the transmission of the statements of account return and report of the Society to the Charity Commission, as necessary.

12 CONSTITUTION AMENDMENTS

This Constitution may be amended by a two-thirds majority of the members present at an Annual General Meeting or Special General Meeting of the Society, provided that 28 days' notice of the proposed amendment has been given to all members, and provided that nothing herein contained shall authorise any amendment the effect of which would be to cause the Society at any time to cease to be a charity in law, and provided further that no amendment shall be made to Clause 2, Clause 18 or this Clause until approved in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained.

13 RULES

The Committee shall be empowered to make rules from time to time in the interests of or for carrying on the conduct of the Society provided that such rules do not conflict with the spirit of the Constitution.

14 PUBLIC ANNOUNCEMENTS

No member shall make any public announcement without the consent of the Committee.

15 NOTICES

Any notice required to be given by this Constitution shall be deemed to be duly given if left at or sent by prepaid post to the last known postal or last known e-mail address as notified to the Secretary or Membership Secretary.

16 WINDING UP

a) The Society may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting of the Society confirmed by a simple majority of members voting at a further Special General Meeting held not less than 14 days after the previous Meeting.

b) If a motion for the dissolution of the Society is to be proposed at an Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the Meeting is given.

c) In the event of the dissolution of the Society the available funds and any assets of the Society shall be transferred to such one or more charitable institutions having objects

similar to those herein before declared as shall be chosen by the Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed.

d) On dissolution the minute book and other records of the Society shall be deposited with the Civic Voice.

2018 UPDATE