

## **Lewes History Group 'Terms of Reference' – 2014**

### **Title**

The name of the group shall be the **Lewes History Group (LHG)**.

### **Purpose**

- ❖ To develop and document knowledge of the history of Lewes, the place and the community. The scope also includes the local communities that have directly influenced Lewes and vice versa.
- ❖ To disseminate knowledge about the history of Lewes to anyone with an interest and in particular to improve the knowledge local people have of the history of Lewes.

### **Aims**

- ❖ To make the history of Lewes accessible to the general public through an annual programme of public meetings and events.
- ❖ To promote projects that engage a broad range of local people and are aimed at the development, documentation and dissemination of knowledge about the history of Lewes.
- ❖ To become a widely recognised and respected group as a source of knowledge and as active participants in the development of knowledge.

### **Organisation**

#### *LHG Membership*

LHG Membership will be subject to the payment of a membership fee. Membership is open to all and will not discriminate against anyone on the grounds of age, race, gender, sexual orientation, disability, religion or belief.

Membership details will be held electronically and will not be distributed to third parties.

#### *LHG Annual General Meeting (AGM)*

The purpose of the AGM will be to:

- ❖ Receive and approve reports from the officers on the activities of the previous year,
- ❖ Receive and approve a report on the financial status,
- ❖ To approve subscriptions and any other charges for the forthcoming year,
- ❖ To elect LHG Executive Committee (LHGEC) officers.

Executive Committee positions are elected each year at the LHG AGM for an annual term effective from the date of the AGM. Each candidate should be proposed and seconded by existing LHG members. The LHGEC must be notified in writing of nominations no later than the deadline for receipt as specified in the AGM meeting notice.

The LHG financial year will be from 1<sup>st</sup> December to 30<sup>th</sup> November.

The Annual Accounts will be examined each year before the AGM by a person independent of, and appointed by the LHGEC.

The AGM will be held before the end of each calendar year. The quorum for the AGM will be 20 members.

#### *LHG Executive Committee*

The LHG Executive Committee is elected from the LHG Membership. The LHG Executive Committee is responsible for managing all key activities of the LHG. The LHGEC comprises the following positions:

- ❖ Chair,
- ❖ Secretary,
- ❖ Treasurer,
- ❖ 3-5 open positions to undertake tasks on an as required basis.

The quorum for LHGEC meetings will be 4 officers.

*Remuneration, fees and expenses*

LHG members will normally not receive remuneration from the LHG for any services rendered on behalf of the LHG such as the work of the LHGEC and speaking at meetings. Expenses incurred on behalf of the LHG will be paid subject to the approval of the LHG Treasurer or nominated LHGEC deputy.

LHG members may receive remuneration and expenses if a member is formally contracted to work on behalf of the LHG providing funds are available from a source other than from LHG members' subscriptions and event entry fees.

*Changes to the LHG Terms of Reference*

Any decision to change the Terms of Reference must be approved at an AGM, or at a general meeting of the members specifically called for the purpose, by a majority of the members present.

*LHG dissolution*

Any decision to dissolve the LHG must be approved at an AGM, or at a general meeting of the members specifically called for the purpose, by a majority of the members present. The meeting that approves dissolution will also approve the dispersal of all assets to one or more organisations with similar aims to the LHG.