

Friends of Medway Archives and Local Studies Centre

Rules

1. Interpretation.

- (1) Unless otherwise stated, expressions used in the Rules shall have the same meaning as in the Constitution
- (2) In case of conflict the Constitution shall take precedence over the Rules
- (3) The Executive Committee shall decide the interpretation of the Constitution and the Rules
- (4) The expression “archives” shall include local studies collection and similar materials

2 Working Name

- (1) The Working Name of the Association shall be: **Friends of Medway Archives**
- (2) The Working Names may be used in general publicity, correspondence and similar communications, but the full name shall be used for all legal purposes.

3 Activities

Within the Objects, the Association’s activities may include, but shall not be limited to:

- (a) furthering and developing the work of the Medway Archives and Local Studies Centre (MALSC);
- (b) providing advice, help and support to the MALSC in public relations matters, mounting exhibitions and outreach work;
- (c) educating and informing the public on matters relating to archives;
- (d) educating people in the importance of depositing, preserving and researching archives;
- (e) assisting in conservation, repair, microfilming and scanning, and the purchase of archives;
- (f) organising events, including socials, visits, talks and lectures;
- (g) compiling and publishing newsletters, articles, information, and indexes;
- (h) co-ordinating hands-on project work including first aid conservation work;
- (i) nominating delegates to represent the society on other bodies;
- (j) furthering the educational use of archive collections especially in regard to students in schools and higher and further education.

4 Powers of Trustees

The Executive Committee shall manage the business of the Association and shall have the following powers in order to further the Objects (but not for any other purpose)

- (a) to raise funds, including applying for grants, provided that in doing so the Association does not undertake any substantial permanent trading activity and complies with any relevant statutory regulations
- (b) to hold and apply the Association's funds, and to obtain and pay for such goods and services as are necessary or desirable;
- (c) to set aside income as a reserve against future expenditure in accordance with a written policy;
- (d) to co-operate with other charities, voluntary bodies, statutory authorities, and in particular the MALSC, and to exchange information and advice with them;
- (e) to reimburse reasonable expenses properly incurred by a member or delegate acting on behalf of the Association;
- (f) to open and operate such bank and other accounts as are considered appropriate;
- (g) to appoint representatives and delegates to any other bodies with whom the Association may be concerned and to pay any appropriate subscriptions or expenses involved;
- (h) to delegate powers and responsibilities to sub-committees;
- (i) to purchase indemnity for the trustees in such amount and against such risks as the Executive Committee may reasonably decide;
- (j) to fill any vacancies by electing Officers from amongst their number;
- (k) to fill any vacancies by co-opting Trustees
- (l) to disqualify and remove Trustees; and
- (m) to do all such other lawful things within the Constitution and the Rules as are necessary or desirable for the achievement of the Objects.

5 Accounting Year

The Accounting year shall be 1st January to 31st December

6 Membership Categories

(1) There shall be the following categories of membership:

Membership Category	Minimum Subscription	Eligibility	Voting Rights	Eligible as Trustee?
Individual	£10 annually £100 for life	One adult	One vote	Yes
Family	£12 annually	One or two adults and any number of minors at a single Registered Address	One vote per adult	One adult
Society	£15 annually	Any not-for-profit association, society, school, college or similar association	One vote, exercised by the authorised representative	No
Corporate	£50 annually	Any company or business	No vote	No

(2) “adult” refers to a person aged 18 years or over, and “minor” to a person aged under 18 Years

(3) “Registered Address” means the address notified to the Secretary (or if appropriate, the Membership Secretary) from time to time for the receipt of notices and literature.

(4) Where any of the provisions of the Constitution or Rules refers to a member, in relation to:

- (a) Family Membership, the reference means adults and not any minors
- (b) Society or Corporate Membership, the reference means an adult authorised to act on its behalf

(5) All applications for membership shall be made, using the standard application form, to the Secretary (or if appropriate, the Membership Secretary), who may refer such application to the Executive Committee.

(6) The Executive Committee may refuse any application for membership if, acting reasonably and properly

- (a) they consider it to be in the best interests of the Association;
- (b) they inform the applicant in writing of the refusal within twenty-one days of the decision; and
- (c) they consider any written representations the applicant may make about the Decision

(7) The Executive Committee may require a member(or applicant for membership) from time to time to provide evidence that he or she is eligible for the chosen membership category, and shall decide the eligibility for membership categories.

(8) Annual subscriptions are due at the beginning of the Accounting Year.

(9) The subscription of a new member joining after 30th September shall cover membership for the following Accounting Year

- (10) The Association may assume that any person purporting to be the authorised representative of any organisation is so authorised
- (11) Membership is not transferrable to anyone else.
- (12) Membership entitlements shall include one set of literature per Membership Category and such other entitlements as the Executive Committee may from time to time decide.
- (13) No alteration to Rule 6(1) shall take effect until ratified or approved in a General Meeting.

7 Termination of Membership

The Executive Committee may resolve to terminate a member's membership if:

- (a) they consider it to be in the best interests of the Association; and
 - (i) they inform the member in writing of the resolution within twenty-one days of the decision;
 - (ii) they allow the member to appeal, in writing or in person, against the decision; or
- (b) any sum due from the member to the Association is not paid in full:
 - (i) within four months of it falling due; or
 - (ii) after one written reminder.

8 Membership Register

- (1) The Trustees shall keep a register of the names, addresses, telephone numbers (if disclosed), and e-mail addresses (if disclosed) of the members ("the Membership Register") which shall only be used for the administration of the Association and not released to an outside body, except that, with the written permission of the member concerned, that the member's details may be:
 - (a) made available to any other member on request;
 - (b) published in membership lists circulated to members
 - (c) made available to the staff of the MALSC;but those details shall be treated in confidence and not disclosed further
- (2) The Trustees and the MALSC may hold and maintain the Membership Register on computer systems, subject to the written permission of the member concerned.

9 Functional Officers

- (1) The Executive Committee may from time to time appoint functional officers ("the Functional Officers") from amongst the Trustees, the members, the staff of the MALSC, or, (exceptionally) non-members, including, but not limited to: *a Minutes Secretary; a Membership Secretary; a Newsletter Editor; a Publicity officer; and Events Organiser; a Lectures Organiser; an Outings organiser; a Web Editor* (or combinations thereof)

- (2) The Functional Officers may attend, report to, and speak at General Meetings and, by invitation, at meetings of the Executive Committee, but shall have no *ex officio* voting rights.
- (3) The appointment and duties of the Functional Officers shall be recorded in the minutes.
- (4) The Association may reimburse reasonable expenses properly incurred by a Functional Officer when acting on behalf of the Association.

10 Minutes

The Association shall keep minutes of all:

- (a) appointment of Officers and Trustees
- (b) proceedings at General and Executive Committee meetings, including:
 - (i) the names of the Trustees present at the meetings;
 - (ii) the decisions made at the meetings; and
 - (iii) where appropriate the reasons for the decisions.

11 Funds and Assets

- (1) The Association shall keep and maintain a record of the whereabouts of all assets of significant value.
- (2) All funds shall be held in the name of the Association in accounts authorised in advance by the Executive Committee, except that the Treasurer may hold short-term funds of up to £50 as cash-in-hand.
- (3) The Treasurer acting alone may move funds from one of the Association's accounts to another.
- (4) Cheques(and any other authority for withdrawal of funds) shall be signed by two Officers one of whom (subject to the next paragraph) shall be the Treasurer
- (5) Any cheque payable to an Officer shall not be signed by that Officer
- (6) Expenditure over £100 shall be authorised in advance by the Executive Committee
- (7) The Association has no powers to raise loans or have an overdraft or to own or lease any land or property

THESE RULES were adopted at the inaugural meeting of members of the Association held on the 6th April 2006

SIGNED by the following Trustees who were present and elected at the said meeting

Name of Trustee	Position	Signature
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