

North Marston History Club

Constitution (as agreed at the AGM 2015)

- a. The Club will elect a Chairperson, Secretary and Treasurer as nominated and seconded by members who will form "The Committee" on behalf of The Club., and these positions will be subject to election or re-nomination by members of the Club every 12 months at The Club's Annual General Meeting (AGM). Only a member of The Club may stand or be selected for one of these positions.
- b. Any resident of North Marston ("The Village") or person with an interest in the history of the village may become a member of The Club. Membership of The Club is conferred by payment of a nominal joining fee (as determined by the Committee from time to time) and membership implies an acceptance of this Constitution.
- c. The Club will hold an AGM at a pre-agreed date each year and the Secretary will ensure all Members receive 28 days notice of the AGM.
- d. The Club will maintain a bank account ("The Account") and ensure that at least two Committee members are required to sign cheques or to authorise on-line payments from the account.
- e. All net revenues accrued from fund-raising, donations or the sale of items listed in Objective 8 will be deposited in The Account. Funds drawn from The Account may only be used to further The Club's objectives and with the prior agreement of the Committee.
- f. The Club's Treasurer will maintain a ledger of credits and debits from The Account showing the disbursement of all debits and the source of all credits. The Treasurer will require and retain receipts and invoices against all debits

from The Account.

- g. The Club's accounts will independently be audited each year. A report about the Club's fiscal activity for the previous year will be presented to the AGM by the Treasurer.
- h. The club will establish and maintain a website.
- i. The Club will agree an annual programme of activity and confirm this at the AGM. Any amendments to this Constitution may only be made at the AGM and with the support of three quarters of the Members present.
- j. The Committee may designate Club Members to functions in support of The Club as required, for example Membership Secretary, Publicity Co-ordinator, Sales and Distribution Co-ordinator, Archivist etc. Members undertaking these functions are *de facto* members of The Committee.
- k. The Committee will meet to conduct its business on a regular basis. A Quorum is three committee members.
- l. The Club is a non-commercial voluntary organisation established solely for the achievement of the Club's objectives and retains a copyright interest in all archived material and all its own publications.
- m. The Club will communicate news and forthcoming events to members by post, email, newsletter and/or through its website as appropriate.
- n. The Club will maintain a directory of current members solely for the purpose of the Club's efficient administration.
- o. In the event the club is dissolved, the balance of the Club's Account will be donated to the North Marston Church and Chapel Restoration Fund and the Club's books, artefacts and other assets will be donated to the Centre for Bucks Studies in Aylesbury or its equivalent at the time.

Visual-Meta Appendix

This is where your document comes alive. The following small text is metadata added by the 'Reader' software to make it possible to interact with the document in useful ways, including citing with just a copy and paste. See [Visual-Meta.info](https://visual-meta.info) for more information.

This is what we call Visual-Meta. It is an approach to add information about a document to the document itself on the same level of the content. The same as would be necessary on a physically printed page, as opposed to a data layer, since this data layer can be lost and it makes it harder for a user to take advantage of this data. ¶ Important notes are primarily about the encoding of the author information to allow people to cite this document. When listing the names of the authors, they should be in the format 'last name', a comma, followed by 'first name' then 'middle name' whilst delimiting discrete authors with ' (and)' between author names, like this: Shakespeare, William and Engelbart, Douglas C. ¶ Dates should be ISO 8601 compliant. ¶ The way reader software looks for Visual-Meta in a PDF is to parse it from the end of the document and look for @visual-meta-end. If this is found, the software then looks for @visual-meta-start and uses the data found between these marker tags. ¶ It is very important to make clear that Visual-Meta is an approach more than a specific format and that it is based on wrappers. Anyone can make a custom wrapper for custom metadata and append it by specifying what it contains: For example @dublin-core or @rdfs. ¶ This was written Summer 2021. More information is available from <https://visual-meta.info> or from emailing frode@heglund.com for as long as we can maintain these domains.

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