

# Sherborne Literary Society

## Constitution

1. The name of the Society is The Sherborne Literary Society
2. The Society is a non-profit organisation whose aim is to provide events and activities in the Sherborne area for people who are interested in literature in its broadest sense: fiction, biography, non-fiction, poetry, plays, children's literature, etc. Membership of the Society is open to all and is non-political.
3. The business of the Society is vested in the members at the General Meetings and in the Committee. General meetings, open to all members, guide and approve the business of the Society when considered necessary by the Committee. An Annual General Meeting (AGM) will be held by 31st January each year.
4. Membership of the Society is by application and subject to the payment of an annual fee that entitles the member one vote at the meetings. Membership fees are agreed at the Annual General Meeting.
5. A Committee of not more than 10 members and no less than 6 will be elected by a simple majority of members voting at an AGM to carry out the business of the Society. These elected members will serve until the next AGM when they will retire with the vacancies filled by election or re-election. No elected member of the Society may serve in the same capacity for a continuous period of more than five years.
6. The Committee of elected members will elect the Chairman, Programme Director, Secretary, Membership Secretary, PR/Marketing Manager and Treasurer from within their number. Endeavours should be made to replace the Chairman after three consecutive years of service. The Committee may appoint an acting Chairman to cover the Chairman's absence.
7. The Committee will meet at least once every three months. A quorum will consist of the Chairman and not less than three elected members. Decisions will be carried by a simple majority vote. In the event of a tied

vote, the Chairman will have the casting vote. Minutes of all committee meetings will be made available to all members.

8. A maximum of three additional members may be co-opted to the Committee by the Committee. Co-opted members will not have a vote on the Committee until confirmed by members at a General Meeting.

9. The Committee may make rules to assist the operation of the Society. If there is a conflict between the rules and the constitution then the constitution will take precedence.

10. The Committee may appoint sub-committees and define their responsibilities. At least one member of any sub-committee must be an elected member and will be appointed chairman of that sub-committee and keep the main Committee informed of any action proposed.

11. Not less than two General Meetings (GM) may be held if required. The Secretary will notify all Members of GMs not less than three weeks before a meeting. A draft agenda for each GM will be publicised three weeks before the meeting. 'Any Other Business' should be notified to the Chairman or the Secretary one week before the meeting. Minutes of all GMs will be made available to all members.

12. A quorum of a GM will be four voting Members or 25% of membership, whichever is higher. Decisions will be confirmed by voting. In the event of a decision supported by a majority but less than 55% of those members present and voting, then the issue will be put to a postal ballot and require a two-thirds majority of those voting to be carried.

13. The Treasurer will maintain bank accounts of all monies received by the Society. The Treasurer and either the Chairman or the Secretary will sign all cheques. The Treasurer will prepare annual accounts, which are to be inspected by an independent examiner. The inspected accounts will be submitted to the AGM of the Society for approval.

14. The Committee will formally propose any changes to the Constitution. The proposed changes will be notified to the membership at least four weeks before the AGM and must be agreed by two-thirds of members present and voting to be adopted.

15. The Society can only be wound up by a Special General Meeting (SGM) called for that purpose. There must be a two-thirds majority of the

members present voting in favour of dissolution. In the event of dissolution, distribution of the remaining assets, after the satisfaction of any debts or liabilities, will be decided by a committee appointed by the SGM specifically for that purpose and taking into account expressed at the SGM.