

## *The Belton & District Historical Society - Memorandum of rules of the Society -*

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*Is a voluntary body of local people residing in the village of Belton and its surrounding area whose purpose is to collate, research and record for the future generations the history of its people and activities that have been carried out in the village of Belton and its surrounding area.*

*Membership of the Society will be by annual subscription fee paid the Treasurer of the Society. The level of fee will be set each year at its AGM in April by all the members present at the meeting.*

*The officers of the show will comprise of a Chairman, Secretary and Treasurer, with a management committee of a maximum of 6 Members, who will be elected at the AGM. All elected members may continue to serve if willing to stand again. Up to a maximum of three years.*

*The management committee itself will consist of the Chairman, Secretary, Treasurer and a maximum of 6 further members.*

*A committee will meet as required by the Chairman to take all relevant decisions regarding the running of the Society. A quorum of the Committee will consist of not less than 4 members including the officers all of who have equal voting rights.*

*In the event of a split decision the chairman will have an additional casting vote. A simple majority vote by all members of the committee present at the meeting will be effective to pass a resolution of the committee. All members will as a code of conduct "treat all other members with respect at all Times".*

*The Secretary will record all relevant details of every Committee Meeting, which will be distributed to all members together with an agenda before the next Committee Meeting.*

*Any Committee member not attending a meeting on more than three consecutive times without good reason will be deemed to have resigned from the Committee.*

*The Treasurer who will provide all members with an annual report showing all income, costs and sundry expenses incurred and be accountable for all funds of the Society. The Society's, bank account will be kept at HSBC Bank PLC, High Street Gorleston – on – Sea. Cheques drawn on the Society's Account can be signed by any two of the elected officers. The Treasurer will give details of any cheques issued or any other cash transaction at the next Committee meeting.*

*The committee will set out the programme of future events for the year, such as open days when all the data that the Society has collected is displayed for public viewing. They will also arrange for the collection and storage of all photographs, written records, film, videos and artefacts etc, that are collected or donated by members of the Society.*

*Insurance – At any event held by the Society and open to the general public the organisers are to carefully check with the Chairman and discuss all safety aspects of the show so that any perceivable risks or dangers to display items or members of the public are either eliminated or insured against. This particularly applies to any amusements, machinery or collapsible displays included in any show. Any amusements operated is to have its own insurance cover.*

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