

CONSTITUTION

Leicestershire and Rutland Carvings database

The name of the organisation shall be **Leicestershire and Rutland Carvings Project** (abbreviated to LARC).

1: AIMS

The aim of the organisation is to increase understanding and awareness of medieval carvings.

Objectives

- To contribute to the knowledge and understanding of carvings associated with churches, especially but not exclusively those dating to the medieval era in Leicester, Leicestershire and Rutland.
- To foster, promote and provide participatory and community arts and cultural activities in Leicester, Leicestershire, Rutland and more widely with the broad objective of increasing awareness of medieval carvings.

The intended beneficiaries of this Project are people who live, work, study in the East Midlands and visit the region. The Project will also engage nationally and internationally to further its aims.

2: POWERS

To further these aims the LARC Project will appoint a Committee. This Committee shall have the power to do all such lawful things which will further the aims of the Project. In particular they have the power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the organisation.
- (b) Associate with local authorities, educational and research institutions, statutory, voluntary and community and private organisations and the residents of the region and further afield in a common effort to carry out the aims of the organisation.

3: MEMBERSHIP

Membership of the Project is limited to the Committee, which will not exceed ten members. Membership of the Committee is subject to the unanimous agreement of the existing members voting at the Annual General Meeting or another appointed meeting.

The election of Committee members will take place annually at the Annual General Meeting and at other such times as the Committee members recruit or respond to requests from prospective members to join.

Members of the Committee in post from the foundation of this Constitution are elected to office for a period in that post of a maximum of three years after which they may stand for re-election. There will be five Officer posts – Chair, Project Leader, Research Co-ordinator, Treasurer and Secretary. Any one member of the Committee may combine the roles of two of these posts, with the exception of the Treasurer.

At the Annual General meeting (or at a subsequent meeting approved by the Committee) up to five other Committee members may be elected by the unanimous decision of the voting members present, the quorum for which shall be three.

Three weeks notice of any election of a new member of the Committee is required prior to the meeting at which a vote is taken.

Organisations and individuals connected with or interested in the aims of the organisation may be invited to the Committee meetings.

4: MANAGEMENT

- (a) Membership of the Committee of the LARC Project will be agreed annually at the Annual General Meeting.
- (b) The Committee shall consist of a Chair, Project Leader, Research Co-ordinator, Treasurer and Secretary and other voting members, to a maximum of ten members.
- (c) The Committee may co-opt up to three non-voting invitees according to their particular skills, experience and knowledge. Such invitations may be arranged at any appropriate time.
- (d) The Committee shall invite others as agreed through funding arrangements with significant funding bodies. These will be non-voting positions.
- (e) The Committee shall meet at least once each year.
- (f) A quorum of three of the members of the Committee must be present to enable the business of the organisation to be formally agreed.
- (g) A proper record of all transactions and meetings shall be kept.
- (h) The Committee may set up advisory/sub-groups or delegate individuals to tackle any particular issue; such groups/individuals will report back to the Committee.

5: GENERAL MEETINGS

- (a) Invitations to the Annual General Meetings shall be published three weeks beforehand and a report on the organisation's financial position for the previous year made available at the same time.
- (b) A Special General Meeting may be called at any time at the request of a minimum of three Committee members. A notice explaining the place, date, time and reason shall be sent to all interested organisations and individuals three weeks beforehand.
- (c) A quorum of three Committee members shall enable a Special General Meeting to take place.
- (d) Proposals to change the constitution must be given in writing to the Secretary at least 28 days before a General Meeting and approved by a majority of those present and eligible to vote.

6: ACCOUNTS

- (a) The funds of the organisation including all donations, contributions and bequests, shall be paid into an account approved by the Committee. The funds belonging to the organisation shall be applied only to further the aims and objectives.
- (b) A record of all income, funding and expenditure will be kept.

7: DISSOLUTION

- (a) The organisation may be dissolved by a resolution approved by a majority of those present and eligible to vote at a Special General Meeting.
- (b) If confirmed, the organisation shall pay/repay all funders and creditors. It shall distribute any assets remaining after the payment of all debts to charitable group(s) or organisation(s) having aims similar to the organisation or some other charitable purpose(s) as those present and voting at the Special General Meeting may decide.

Signed: Chair Date

Signed: Secretary Date

Signed: Treasurer Date