

10. Sub-Committees for particular purposes may be appointed by the Committee. They shall consist of a convenor and at least two other members of the committee with power to co-opt other persons. Such Sub-Committees shall report to the Committee and shall themselves decide what quorum is necessary for the transaction of their business. The convenor shall summon all members of his Sub-Committee to all meetings.

11. The Committee shall cause proper Accounts to be kept concerning the finances of the Association, appoint Bankers and give such authority as may be necessary from time to time for operating the Banking Accounts, including the setting up of subsidiary Accounts for special purposes. The Committee shall cause a Statement of Accounts to be prepared annually made up to 31 December preceding the Annual General Meeting, independently examined and presented to the members, and upon a resolution of approval being passed, the Chairman shall sign and note the Accounts accordingly.

12. The constitution of the Association shall not be amended except at the Annual General Meeting or at a Special General Meeting called for the purpose and then only by Resolution passed by two-thirds of the members present at such a meeting who are entitled to vote, voting in favour thereof. Twenty-one days notice of any such amendment shall be given to the Hon. Secretary, who shall state the proposed alterations on the notice convening the meeting.

November 2004

(founded 1924)

CONSTITUTION

1. The name of the Association shall be "Berkhamsted Citizens Association".
2. Residents of Berkhamsted, or any person who is interested in Berkhamsted shall be eligible for membership. A member of the Association who has given meritorious service to the Association shall be eligible for election at the Annual General Meeting as a Life Member.
3. There shall be a minimum single or family subscription. Such subscriptions shall be payable either annually or in respect of a three-year period, and any change in the amount shall be determined by the body administering the affairs of the Association at a meeting held before the end of October and shall be payable as from the first day of the following year or at the time of joining during that year. The subscriptions for a three-year period may be determined without regard to their relationship to the amounts of the annual subscriptions and any variation shall be without prejudice to those members who have paid a three-year subscription which has not expired.

4. The Association shall exist to undertake wherever possible any work for the benefit of the community that can most easily be done by a voluntary association, and to develop the social and civic life of the town and district, and especially:
 - a) to stimulate the interest of the inhabitants in local public affairs and to promote the sentiment of local patriotism;
 - b) to work for the preservation of objects of architectural or of historical interest or of natural beauty;
 - c) to provide opportunity for discussion of all matters of local public interest;
 - d) to initiate and assist useful measures in the public service;
5. The affairs of the Association shall be administered by its Officers and a Committee comprising not more than twelve members elected at Annual General Meetings. Half of the Committee shall retire in rotation at each Annual General Meeting and shall be eligible for re-election. The Committee shall have power to fill vacancies occurring on the Committee or among the Officers valid only until the next Annual General Meeting when any members so appointed under this power shall automatically be included in the rotation of retirement but be eligible for election.
6. The Officers of the Association shall be a Chairman, Vice-Chairman, Hon. Treasurer, Hon. Secretary and Hon. Membership Secretary, all of whom shall be appointed annually and shall be eligible for re-appointment. They shall be entitled to attend, to vote, and to count towards a quorum at all meetings of the Committee. The Chairman and Hon. Secretary shall be ex-officio members of all Sub-Committees.
7. Proposals by the Committee for the appointment of Life Members and nominations for the appointment of Officers and Committee shall be received by the Hon. Secretary not later than 24 hours before the Annual General Meeting. The consent of persons nominated must have been previously obtained by the proposers.
8. The Committee shall meet monthly or as often as it shall consider necessary. The quorum shall consist of six persons. Any Officer or Member of the Committee absenting himself or herself from more than three consecutive meetings of the Committee (of which he shall have received due notice) without adequate explanation to the Hon. Secretary shall be held to have vacated office, but may be reinstated at the discretion of the Committee.
9. The Annual General Meeting shall be held during January, February or March, and notice thereof shall be given not later than 14 days previously. Special General Meetings may be called at the discretion of the Committee or on the written requisition of at least 15 members: such requisition to be sent not less than 14 days before the proposed date of the meeting and not less than 7 days notice shall be given to members of the Association by the Hon. Secretary. No business shall be discussed at any special meeting except that for which the meeting shall have been convened. Twenty members present at a General Meeting shall form a quorum.