

Lowestoft Steering Group, Heritage Open Days

1. Name: the name of the group shall be the Lowestoft Steering Group, Heritage Open Days (the Group)

2. Aim: to facilitate and co-ordinate the celebration of the national Heritage Open Days Festival within Lowestoft and district.

3. Membership: is initially by invitation but is open to all with an interest in promoting the aim of the Group.

4. Governance:

a. the Group will be governed by a Management Committee consisting of a minimum of seven members.

b. the members will elect a Chairman, Secretary, Treasurer and any other officer posts deemed necessary who will form the executive core of the Group.

c. each member of the Group will have one vote but the Chairman will have an additional casting vote in the event of equality of votes cast.

d. additional members may be co-opted to the Management Committee. The number will be limited to half of those elected but they will have the same voting rights as an elected member. Subsidiary groups may be formed to carry out specific tasks as required.

e. a quorum will be achieved by the presence of half of the members of the committee. Proposals will be carried by a simple majority of votes cast (subject to 4c above).

f. any proposal to amend the Constitution must be submitted in writing to the Secretary in advance to be circulated to all members 7 days before the meeting at which it is to be proposed. A simple majority is required for it to be carried.

5. Administration: The Secretary is responsible for maintaining a record of the minutes of meetings, of the members names and their contact details. The Treasurer is responsible for recording the movement of the Group's funds and for opening a bank account in the Group's name. At least two signatories will be required to authorise a payment from the Group's account.

6. E&OE: In the event that a matter arises with regard to the governance of the Group that is not specifically covered by the Constitution then it will be resolved by a majority vote of the Management Committee.