

Constitution of Hastings & St Leonards Museum Association

Adopted on 6th December 2020 amended 4th December 2022

1. Name

The name of the Association shall be: Hastings & St Leonards Museum Association

2. Aims

The aims of the Association shall be to:

- a. collect funds, to contribute to the expenses of temporary exhibitions, lectures and generally to assist in the development of the Museum.
- b. Nominate from among its members, in accordance with the Deed of Transfer of the Museum to the Corporation dated 1st January 1905 (subsequently amended) the number of representatives on the Borough Committee, currently 2 fifths, to serve on the Museums Committee of Hastings Borough Council

3. Powers

In order to achieve its aims the Association may:

- a. Raise money
- b. Open bank accounts
- c. Take out insurance
- d. Employ staff
- e. Acquire and manage buildings
- f. Organise courses and events
- g. Work with other Associations and exchange information
- h. Do anything that is lawful which will help it to fulfil its aims

4. Membership

- a. Membership of the Association shall be open to any person aged 18 or over who is interested in the objects of Museums and Art Galleries and in helping the Association to achieve its aims, willing to abide by the rules of the Association and willing to pay any subscription agreed by the Management Committee.
- b. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual orientation, religion or belief.
- c. Every individual member shall have one vote at General Meetings.
- d. The membership of any member may be terminated by the Management Committee where the conduct of an individual member is incompatible with the smooth conduct of meetings or inhibits the ability of the Association to fulfil its aims but the member has a right to be heard by the Management Committee before a final decision is made.

5. Management

- a. The Association shall be administered by a Management Committee of the Officers and not more than 7 other members elected at the Association's Annual General Meeting (AGM). The Committee shall have full power to deal with any matter not provided for in these rules including the expenditure of up to £3,000 without requiring the prior agreement of a special general meeting called for this purpose.

- b. The Officers of the Management Committee shall be: the Chair, the Treasurer, the Secretary and the Membership Secretary.
- c. The Management Committee shall meet at least 3 times a year.
- d. The Chair shall chair all meetings of the Association.
- e. The quorum for Management Committee meetings shall be a majority of current members of the Committee.
- f. Voting at Management Committee meetings shall normally be by show of hands. If there is a tied vote then the Chair shall not have a second vote and the status quo will be maintained.
- g. Decisions may be taken electronically where the desirability of this is agreed by the Committee.
- h. The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- i. The Management Committee may co-opt another member of the Association as a Committee member to fill a vacancy provided the maximum number is not exceeded.
- j. In the event of an Association representative being unable to attend a meeting of the Hastings Borough Council Museum Committee, another member of the Association Management Committee may substitute for them.

6. Duties of the elected officials

a. The duties of the President are to:

- preside at the AGM when the Chair stands down for either re-election or for another Chair to be elected.
- take over the Committee's functions and call an emergency meeting in the event of the whole Committee resigning;
- be the Diplomatic Representative of the Association at appropriate functions;
- attend functions such as Previews and Openings whenever possible;
- liaise as appropriate with other museums, museum friends, art galleries, etc.;
- support the Museum's staff.

The President is not a member of the Committee but may be invited to attend its meetings without voting rights.

b. The role of Vice-President is a courtesy role agreed at the time of the handover of the Museum to the Hastings Corporation and shall be the Chair of Hastings Council's Museum Committee at the time of the AGM.

c. The duties of the Chair are to:

- chair meetings of the Committee and the Association;
- represent the Association at functions/meetings that the Association has been invited to;
- act as spokesperson for the Association when necessary.

d. The duties of the Secretary are to:

- take and keep minutes of meetings;

- prepare the agenda for meetings of the Committee and the Association in consultation with the Chair;
 - deal with correspondence, collect and circulate any relevant information within the Association.
- e. The duties of the Treasurer are to:
- supervise the financial affairs of the Association;
 - keep proper accounts that show all monies collected and paid out by the Association.
- f. The duties of the membership Secretary are to:
- maintain the membership list
 - deal with correspondence concerning membership matters.

7. Finance

- a. Any money obtained by the Association shall be used only for the Association.
- b. Any bank accounts opened for the Association shall be in the name of the Association.
- c. Any cheques issued shall be signed by the Treasurer and one other nominated official.
- d. The accounts will be independently audited each year and the audited accounts presented to the AGM.

8. Annual General Meeting

- a. The Association shall hold an Annual General Meeting (A.G.M.) in the month of December.
- b. All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 5% of members or 15 whichever is smaller.
- c. The business of the A.G.M. shall include:
 - (i) election of President and Vice-President (the latter shall be the current Chair of Hastings Borough Council's Museum Committee).
 - (ii) receiving a report from the Chair on the Association's activities over the year
 - (iii) receiving a report from the Treasurer on the finances of the Association for the year ending 30th September.
 - (iv) electing a new Management Committee and 4 representatives to the Museum Committee of Hastings Borough Council;
 - (v) the appointment of independent auditors.
 - (vi) considering any other matter as may be decided by the Management Committee.

9. Special General Meeting

A Special General Meeting may be called by the Management Committee or by any 20 members to discuss an urgent matter. The Secretary shall give all members at least fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10. Alterations to the Constitution

