

## **Oxfordshire Buildings Record**

### **CONSTITUTION (amended 4 May 2002)**

#### **1. NAME**

The organisation shall be known as the Oxfordshire Buildings Record (OBR)

#### **2. OBJECTIVES**

To advance education and promote research on the buildings of Oxfordshire by encouraging the recording of buildings and to create and manage a publicly accessible repository of records relating to such buildings.

#### **3. MEMBERSHIP**

Membership of the Oxfordshire Buildings Record shall be open to those who support its objectives. There shall be provision for Corporate membership.

#### **4. OFFICERS**

The officers of the Oxfordshire Buildings Record shall include a Chairman, Treasurer, and Secretary.

#### **5. EXECUTIVE COMMITTEE**

- i. The Oxfordshire Buildings Record Committee shall comprise the officers above together with up to eight other members.
- ii. The Chairman, Treasurer and Secretary specifically, and other elected members of the Committee generally, shall be elected at the AGM after being duly nominated and seconded.
- iii. The Committee shall meet regularly at least three times a year to carry out the business of Oxfordshire Buildings Record
- iv. Four members of the Committee shall constitute a quorum.
- v. The Committee shall have the right to co-opt up to three members.
- vi. A member who has not attended for three consecutive meetings shall be deemed to have resigned from the Committee.

#### **6. SUBSCRIPTIONS**

- i. The Oxfordshire Buildings Record subscription year shall be the calendar year.
- ii. The amount of the annual subscriptions shall be set by the Committee and approved at the Annual General Meeting (AGM) of Oxfordshire Buildings Record
- iii. Annual subscriptions shall become due on 1 January.

#### **7. FINANCE**

- i. The Treasurer shall present a report of the Oxfordshire Buildings Record accounts to the AGM and at other periods during the year as required by the Committee.
- ii. The Committee shall have the power to raise funds for purposes in pursuit of the Oxfordshire Buildings Record objectives.

iii. Bank Account(s) designated for the "Oxfordshire Buildings Record" shall be operated. Cheques shall require the signature of two of the three officers, the Treasurer, Chairman and Secretary.

#### 8. ANNUAL GENERAL MEETING

i. The AGM shall constitute the final decision making body of Oxfordshire Buildings Record. All members shall have the right to move motions and to vote. Corporate members shall have one vote each.

ii. The AGM shall normally be held in May.

iii. The Secretary shall circulate notice of the AGM to all members at least 4 weeks in advance and invite motions (duly proposed and seconded) or agenda items from members. These must be received by the Secretary at least two weeks prior to the AGM.

iv. Ten members shall constitute a quorum. All decisions at the AGM shall be by simple majority vote with the exception of changes to the Constitution. (See also clause 10 below.)

vi. All elections and votes on motions at the AGM shall normally be by a show of hands. The Chairman shall have a casting vote.

#### 9. SPECIAL GENERAL MEETING

i. A Special General Meeting (SGM) may be called at the request of the Committee or on the request of at least 20 members.

ii. The rules concerning notice, quorum and voting are as for the AGM.

#### 10. RULE CHANGES

i. The Oxfordshire Buildings Record Constitution may only be amended by the AGM or an SGM called for the purpose.

ii. For any amendment of the rules to be carried, two thirds or more of the members present must vote for it.

#### 11. DISSOLUTION

i. The Oxfordshire Buildings Record may be dissolved if at a SGM called for that purpose two thirds or more of the members present so vote.

ii. If upon dissolution there remain any funds, after the satisfaction of all liabilities, they shall be transferred to the Oxfordshire Architectural and Historical Society.

4 May 2002