

- 1) The Society is an Unincorporated Association whose name shall be "*The West of England Costume Society*". No one shall use the name of the Society for any other purpose without the permission of the Committee.
- 2) The object of the Society shall be:
 - a) To promote the study of costume and its history
 - b) To contribute to the preservation of significant examples of historical and contemporary dress
- 3) The management of the Society shall be vested in a Committee of Officers and Ordinary Members. The Officers shall include Chair, Secretary, Treasurer, Membership Secretary, Booking Secretary and Magazine Editor. Other Officer roles may be identified as needed. The Committee shall meet at least three times a year. Each member of the Committee shall have a vote. A motion shall be passed (or rejected) with a simple majority of the quorate Committee. A quorum shall be half the number of Committee members plus one. If this gives a fractional result, it should be rounded down. For example, the quorum for a Committee of 7 shall be 4. The Chair shall have the casting vote.
- 4) The Annual General Meeting (AGM) shall be held at a regular time each year with a minimum of three weeks notice.
- 5) The Officers shall be elected at the AGM and shall serve for a term of office of three years. They shall be eligible for re-election for one further term of office, after which, in the event that no other Member stands for election, the existing Officer may offer themselves for re-election annually.
- 6) Additional members may be co-opted by the Committee as needed; the co-option shall be ratified at the following AGM. Such co-opted members shall serve for a term of three years from the date of ratification and thereafter they shall be ratified annually.
- 7) Grants to institutions and individuals: The Committee shall welcome applications for support (financial or otherwise) from institutions and individuals. It shall have delegated authority from the membership to record the assessment and delivery of such support, and shall report applications and decisions as soon as is reasonable and at the following AGM.
- 8) The Committee shall maintain true accounts of the assets and liabilities and income and expenditure. The certified accounts shall be presented for approval and ratification at the AGM.
- 9) The Society may raise a subscription from its members to cover administration costs and production of the Magazine.
- 10) If the Committee decides that it is necessary or advisable to dissolve the Society it shall call an Extraordinary General Meeting (EGM) of all members of the Society. Twenty-one days notice shall be given of the meeting. The disposal of any funds shall be agreed between the Committee and the members of the Society.
- 11) Complaints should be forwarded in writing to the Committee, who will nominate a member to investigate and recommend what action (if any) should be taken.

The Chair shall then notify all relevant parties of the result.

In the event of unacceptable behaviour, including, but not exclusive to, abuse of any kind or criminal activity such as theft or data breaches, the quorate Committee, after minuted discussion and a unanimous vote, reserves the right the right to cancel an individual membership. The Chair shall write to the member concerned.
- 12) Out-of-pocket expenses, which have either been approved or may reasonably be anticipated by the Committee will be made available to members, on receipt of relevant expense claims.
- 13) The Society shall adhere to its current Privacy and Data Protection Policy (P&DPP) based on the current applicable legislation.