

Constitution of the Federation of Old Cornwall Societies

1. Name

The name of the organisation shall be The Federation of Old Cornwall Societies and the name of each member society shall include the words Old Cornwall Society.

2. Membership

2.1 Membership of the Federation shall be open only to Old Cornwall Societies adhering to the Federation's aims and which pay their membership fees as detailed in Section 12.3 of this constitution. The Executive Committee shall have the power to grant membership to any society so qualified.

2.2 Should the Executive Committee consider it inappropriate for any Society to become or remain a member then the matter shall be referred to a General Meeting of the Federation for a final decision.

2.3 Associated Membership may be granted by the Executive Committee of the Federation to British or foreign societies whose aims accord with those of the Federation.

2.4 A member of the Federation or Member Society who is faced with expulsion may appeal to the Organising Executive Committee (OEC).

2.5 Any person who is refused membership of a Member Society may appeal to the OEC.

3. Objects

3.1 To collect, record and publish information concerning Cornwall's culture and heritage, to include Cornish history, topography, place names, folklore, traditions, dialect, music, industries and similar subjects;

3.2 To encourage the study and use of the Cornish language;

3.3 To support the preservation of Cornish antiquities and relics of the past.

4. Furtherance Powers

The Federation aims to:

4.1 To facilitate and publicise activities of Member Societies and their work;

4.2 To protect, record and publicise the natural beauty and culture of Cornwall;

4.3 To guide and co-ordinate the work all Member Societies and affiliated bodies in the objects aforesaid.

5. Federation Policy

The Federation will be non-political, non-sectarian, non-discriminatory and operate a policy of equal opportunity.

5.1 The Organising Executive Committee is responsible for the production of all Policy Statements.

6. Executive Committees

6.1 Organising Executive Committee (OEC)

The role of the OEC is to deal with proper management and regulation of the legal, financial, charitable status, publications organisation and professional affairs of the Federation.

6.1.1 The OEC consists of the President, Deputy President, Past Presidents and Honorary Life Vice-Presidents, Honorary Secretary, Honorary Meetings Secretary, Honorary Treasurer, Honorary Publications Officer and any co-opted members as deemed necessary.

6.1.2 In the event of a casual vacancy occurring in the offices of President, Honorary Secretary, Honorary Meetings Secretary or Honorary Treasurer the OEC may fill the post with acting officers to act until the next AGM.

6.2 Executive Committee (EC)

6.2.1 The role of the EC shall be to make decisions and authorisations regarding the aims and objectives of the organisation and to decide on forward planning.

6.2.2 The EC is responsible for liaison with the Organisational Officers and the Member Societies.

6.2.3 The EC will consist of all members of the OEC, the Organisational Officers, up to four other members elected annually at the AGM plus up to a further four members from Societies not otherwise represented on the EC to act for one year only. The EC may co-opt up to three additional members deemed necessary to meet the Federation's aims.

6.2.4 The Organisational Officers will be the Chairs of Sub-committees, Steering Groups, Working Parties, etc, Honorary Editor, Honorary Web Master, Honorary Archivist, Honorary

Cultural Traditions Officer, Honorary Publicity Officer and the Recorders as agreed by the EC.

6.2.5 Members of the Executive Committees are requested to give the Federation reasonable notice of their resignation.

7. Nomination and Election of Officers and Committees of the Federation

7.1 Election of officers and committee members of the Federation will take place at the AGM, normally in October.

7.2 Nominations for Officers of the OEC must be submitted to the Honorary Meetings Secretary at least four weeks before the AGM. All nominations for executive positions must have the support of at least two members from Member Societies. The consent of all nominees and members entitled to serve on executive committees must be obtained prior to election.

7.3 The President, Deputy President, Honorary Secretary, Honorary Meetings Secretary and Honorary Treasurer shall be elected annually at the AGM.

7.4 The President and Deputy President shall not be eligible to serve for more than three years consecutively.

7.5 The President shall normally act as Chairman at all meetings and functions when in attendance.

8. Recorders

The EC may appoint Federation Recorders to record and collate information acquired through research, from associated societies or other sources. The Recorders, as defined in the document "Federation of Old Cornwall Societies: Offices", shall be members of the EC.

9. Honorary Life Vice Presidents

A General Meeting may elect to Honorary Life Vice President of the Federation any persons who have rendered outstanding service to the Federation. Such persons will automatically become members of the OEC.

10. Trustees

The Trustees shall be the President, a Past President (normally the immediate Past President), and the Treasurer

11. Meetings

11.1 The OEC and the EC shall hold at least two meetings per year.

11.2 General meetings shall be held at least once a year.

11.3 The Annual General Meeting will normally be held on the first Saturday
in October each year.

11.4 Extraordinary General Meetings may be convened by direction of the OEC as required.

11.5 All fully paid up members of Societies may attend Federation General Meetings and Festivals but only members of the EC and two members from each member society shall have full voting rights. Members may attend OEC and EC meetings but may not speak unless requested to do so.

11.6 The Federation President or Acting President shall have a casting vote.

11.7 The Federation must give a minimum of five weeks' notice of all meetings.

11.8 The quorum required for meetings of the Executive Committees shall be 30% of the actual membership of each committee.

11.9 Papers for discussion must be sent to the Hon Meetings Secretary least four weeks before meetings such that documentation may be sent to appropriate members prior to the relevant meeting.

11.10 The EC shall delegate joint power to the President, Honorary Secretary and Honorary Treasurer to take Emergency Action if needed. Any such action shall be reported to the EC at its next meeting.

11.11 The Honorary Meetings Secretary shall be responsible for the preparation of the Minutes for General and EC meetings and these shall be circulated within a reasonable time to all those eligible to attend. The Minutes shall be available on request by any OC Society or bone-fide member thereof.

12. Finance

12.1 The financial year of the Federation will start on the 1st August and finish on the following 31st

July. The Honorary Treasurer will present audited accounts for the following OEC Autumn Meeting.

The OEC will then make recommendations to the AGM.

12.2 The appointment of an Auditor shall be the responsibility of the OEC.

12.3 Membership Subscriptions

12.3.1 Societies should submit their Federation fee to the Federation Treasurer before the end of June each year.

12.3.2 The fee submitted by a Society will be calculated as: the Annual Charge per Capita x that Society's number of recorded members that current year.

The Honorary Treasurer will advise all Societies of the Annual Charge per Capita as approved at the AGM.

12.4 Bank accounts in the name of the Federation shall be determined by the OEC who shall nominate signatories for the accounts.

12.5 Expenses of Administration and Application.

The EC shall out of the funds of the Federation pay all proper expenses for administration and management of the Federation. All expense claims should be made within the current financial year and be accompanied by appropriate receipts in accordance with procedure defined by the Honorary Treasurer. After payment of its administration and management expenses and the allocation of funds to the reserve as may be deemed expedient by the EC, the remaining sums shall be applied in furtherance of the purposes of the Federation.

13. Liabilities and Loss or Damage of members' property

13.1 The Federation requires that all member Societies are covered by adequate public liability insurance. The Federation Treasurer will advise Societies wishing to use their own public liability insurance of the current details of the Federation's public liability insurance policy.

13.2 All Societies must inform their members of their, or the Federation's public liability insurance cover, as appropriate, and make a copy of the policy available as requested.

The Federation advises members that they attend meetings and functions of the Federation at their own risk. The Federation will not accept responsibility for loss or damage of any Society's or members' property.

14. Assets

14.1 The Federation's assets are financial, publications, acquired or donated books, records, artefacts, recordings, etc.

14.2 A record of deposited and loaned items shall be kept by the Honorary Secretary of the Federation and Honorary Archivist.

15. Copyright and Copying of Assets

15.1 The Federation reserves the right to protect its assets from unauthorised copying.

15.2 Items may be copied only at the discretion of the Executive Committees. This condition applies to all items owned by the Federation and items on loan to libraries, museums, etc.

15.3 The EC delegate joint action to the President, Honorary Secretary, Honorary Archivist and relevant FOCS Recorder when urgent action is required. Such action will be reported to the EC at its next meeting.

16. Publications

Publications of the Federation shall be the responsibility of the EC who will appoint an Honorary Publications Officer and Editor of the Federation journal as members of the EC.

17. Changes to the Constitution

17.1 The Constitution may be amended by a two-thirds majority of members with voting rights and present at a General Meeting of the Federation provided that four weeks' notice of the proposed amendment has been given to members of the Federation and its Member Societies, and provided that nothing therein shall authorise any amendment the effect of which would cause the Federation at any time to cease to be a charity in law, and provided further that no amendment shall be made to items 3 and 20 or this item until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained.

17.2 An up to date copy of the Constitution is to be held by the Honorary Secretary and available on request by Member Societies.

18. Resignation, Expulsion and Refusal of Membership

Dates and notification of Meetings

It is the responsibility of the Honorary Meetings Secretary to give the EC notice of festivals, general and executive meetings at least six months in advance. In the event of extraordinary meetings being required members shall be given at least four weeks' notice of such meetings.

19. Charitable Status of the Federation

19.1 The Federation is currently registered with the Charity Commission as a charity.

19.2 It is the responsibility of the OEC to ensure that a copy of the accounts and reports as deemed necessary by the Charity Commission is deposited with the Commission no later than 10 months from the end of its financial year.

19.3 A member of the OEC, usually the Honorary Secretary will be nominated as the registered contact with the Charity Commission

20. Dissolution of the Federation

20.1 The Federation may be dissolved by a two-thirds majority of the members of the EC having made the proposition to a General Meeting of the Federation and carried by a simple majority vote. Members of Societies shall be given at least three months notice of the proposal.

20.2 If a motion for the dissolution of the Federation is to be proposed to a General Meeting this motion must be referred to specifically when notice of the General Meeting is given.

20.3 In the event of the dissolution of the Federation the Honorary Treasurer will having settled all outstanding accounts share all available remaining funds of the Federation between Member Societies, or if none exist, to one or more charitable institutions having objects similar, or reasonably similar, to those of this constitution as chosen by the EC and approved by the General Meeting at which the decision to dissolve the Federation is confirmed. On dissolution minute books and all other records and possessions of the Federation shall be deposited at the Cornwall Records Office for retention or transfer to other recognised repository.

The OEC will notify the Charity Commission of the decision to dissolve the Federation.

Constitution approved by a General Meeting of the Federation on 2/10/2010