**CONSTITUTION ORIGINALLY ISSUED 2018.**

**RULES**

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**1 Title**

The name of the Society is The Cinque Ports Scribes

**2 Aims**

To encourage interest in, practice of calligraphy, and use of letterforms in all media; to raise standards of practice and appreciation in this field by discussions, lectures, workshops, exhibitions and similar.

**3 Membership**

Membership is open to anyone interested in calligraphy and/or lettering, and in furthering the aims of the Society.

**4 Executive Committee and Officers**

4.1 The officers of the Society are Chairman, Secretary and Treasurer.

4.2a The Chairman to be elected at the AGM for a three-year term of office, be eligible and shall serve no more than four consecutive terms.

4.2b The Treasurer and Secretary to be elected at the AGM for a two-year term of office and be eligible for re-election without restriction.

4.2c Up to four Ordinary Committee Members may be elected at the AGM for a two year term of office; thereafter they are eligible for re-election without restriction

4.3 Nominations for Officers and Executive Committee should be sent to the Secretary at least one calendar month prior to the AGM. If insufficient nominations are submitted prior to the AGM then they can be put forward at the meeting.

4.4 The Executive Committee has the power to co-opt and appoint up to three members to the Committee for specific tasks. Such appointments will be held until the following AGM, when they may again be co-opted on the same basis at the first meeting of the new Executive Committee.

**5 Finance**

5.1 The financial year runs from 1November to 31 October the following year

5.2 The current annual subscription per member is £18.00 (running 1st January – 31st December), anyone joining in October, November or December pay the full rate but is extended into the following year to encourage new members. Changes to the subscription fee must be ratified by a two-thirds majority of members at the AGM. Unpaid members will be removed from the Society as determined by the Executive Committee on an individual basis.

5.3 Fees for lectures, demonstrations, workshops etc are determined by the Executive Committee and calculated to cover costs. Non-members are welcome at all events but will be charged extra to ensure Members continue to receive benefit of membership . Members are given first refusal for all workshops until end December after which spaces will be offered to non-members.

5.4 Payments from CPS funds are authorised by the Executive Committee and made in cash or cheque signed by one of the following: Treasurer, Chairman and Secretary. The Committee are able to request to see copies of all transactions in/out and a record of finances is provided at the AGM in the form of the Treasurer’s report and accounts.

5.4.1 The Treasurer authorises CPS internet banking credit and debit transactions.

5.5 Copies of CPS accounts will be circulated to all members before the AGM and then presented at the next AGM for adoption.

5.6 Non-payments task - Account changes, Authority changes and Applications for new products and services – shall be authorised by any one of the following : Treasurer, Chairman, Secretary.

**6 Meetings**

6.1 The Society will hold an Annual General Meeting as soon as possible after the end of the financial year.

6.2 Notice of any General Meeting, with a copy of the Agenda, must be sent to all CPS members not less than 21 days before the date of the meeting.

6.3 A member or groups of members wishing to arrange other events for CPS members, other than those already offered by the Executive Committee, must have the authorisation of the Executive Committee. Individuals or sub-committees will be responsible for all arrangements or alongside the Executive Committee as agreed.

6.4 An Extraordinary General Meeting can be convened at the request of the Chairman or any ten members. The request must be in writing to the Secretary, together with an agenda and motions duly proposed and seconded for consideration at the meeting. The meeting must be convened within sixty days of receipt of the request.

6.5 Motions for revisions of the Constitution must be submitted to an AGM or an EGM, convened for the purpose. Such motions must have at least two thirds of the votes cast in order to succeed.

6.6 All other motions and amendments will be decided by a simple majority with the Chairman having the casting vote in the case of a tie.

6.7 The Quorum at a Committee meeting shall be more than half the number of committee members (rounded up), and for a General Meeting is ten members.

**7 Conduct of Members**

7.1 “Membership of the Cinque Ports Scribes”, or the initials CPS or MCPS, must not be used for professional purposes.

7.2 Where the Executive Committee believes a member has been guilty of conduct discreditable to the Society it has the right to request the resignation of that member in which case there will be no refund of any monies paid. The member has the right of appeal to a meeting of the Executive Committee, or to a General Meeting of the Society.

**8 Dissolving The Cinque Ports Scribes**

In the event of dissolving the Society, six weeks’ notice of intent must be given for an EGM/AGM. The Society may be dissolved by ratification of a two thirds majority of members voting at that meeting. The available funds will be transferred to a society or organisation having similar aims as voted on by members at the EGM/AGM.

END

August 2021

AMENDMENT 1995 AGM 5.2 Annual subscription £6.00

AMENDMENT 2001 AGM 5.2 Annual subscription £7.50

AMENDMENT 2005 AGM 5.2 Annual subscription £10.00

AMENDMENT 2009 AGM 5.2 Annual subscription £12.00

AMENDMENT 2012 AGM 5.3 Workshop additional cost to non-members (£5)

AMENDMENT 2012 AGM 5.1 Changed accounts year end

AMENDMENT 2015 AGM 5.2 Annual subscription £15.00

AMENDMENT 2015 AGM 8 Dissolving the Cinque Ports Scribes

AMENDMENT 2018 AGM 5.2.1 Annual subscription £17.00

AMENDMENT 2018 AGM 5.4.1 Treasurer sole agent for internet banking transactions

AMENDMENT 2019 AGM 5.2 Annual subscription £18.00