



# The Costume Society

## THE CONSTITUTION

The Costume Society is a Registered Charity

I.

The Objects of the Society are to promote, for the benefit of the public, education in dress throughout the ages and to encourage the preservation of historic examples of dress together with relevant source material.

II.

In furtherance of the Objects, but not otherwise, the Society shall have the following powers:

- 1) To hold public and private meetings
- 2) To record all important objects and collections and sources of information
- 3) To issue a periodical and other publications
- 4) To encourage the publication of bibliographies and other source material
- 5) To encourage the development of costume archives and libraries
- 6) To advise on the identification of costume and its preservation
- 7) To advise owners about appropriate collections to which their costumes might be offered
- 8) To encourage the reporting to the Society of potential disposal of items of dress
- 9) To co-operate with other Societies having similar interests.

III.

- 1) All members of the Committee and Officers shall be personal members of the Society.
- 2) The Chairman shall serve for a period of not more than 5 years.
- 3) The Management of the Society shall be vested in a Committee, the voting members of which will be the Trustees. The Committee shall comprise of a Chairman, 2 Vice-Chairmen, Secretary and Treasurer and not more than twelve or less than nine additional Members, one third of whom shall retire annually in rotation; such retiring Members shall not be eligible for immediate re-election. The Committee shall have power to co-opt annually for a period of one year such additional members as they shall think fit.
- 4) The Officers of the Society shall consist of the Chairman, the two Vice-Chairmen, the Hon. Secretary, the Hon Treasurer, ex-officio voting members of the Committee, who shall be elected by the Committee at its meeting before the Annual General Meeting. They shall hold office for one year and shall be eligible for immediate re-election. No member shall hold more than two offices at one time. In an emergency the Chairman may appoint temporary officers whose appointment shall be referred to the Committee at its next meeting for confirmation.  
The Committee shall have power to pay reasonable and proper remuneration for any services rendered to the Society by any member officer or servant of the Society who is not a Trustee.
- 5) At the meeting of the Committee preceding the Annual General Meeting, the Committee shall propose names of members to fill the vacancies on the Committee for the following year; the Committee's nominees will be presented to the Annual General Meeting. Further nominations for the Committee may be sent in writing, duly signed by the proposer and seconder, who must be members of the Society. These nominations must reach the Secretary not later than two weeks before the Annual General Meeting at which the Committee for the following year will be elected. Full lists of candidates to fill the vacancies on the Committee will be placed before the Annual General Meeting and voted upon, the Chairman having the casting vote.
- 6) The Chairman, or in his/her absence a Vice-Chairman, shall convene a meeting of the Committee at least once a year, or more often should it be deemed necessary. If however, four or more members of the Committee apply to him/her in writing for that purpose, he/she shall convene a Special Meeting within four weeks after the application has been received.
- 7) At all meetings of the Committee four shall form a quorum (except see Clause VIII.sub-clause 5 below).
- 8) In the absence of the Chairman and Vice-Chairmen at any General Meeting of the Committee or any Special Meeting, the Chair shall be taken by one elected from amongst those present.
- 9) The Committee shall have the right to invite persons whether members of the Society or not to assist the Committee in an advisory capacity without the right to vote provided that the number of co-opted members shall not exceed one-third of the total members of the Committee.
- 10) The Committee may appoint one or more sub-committees consisting of three or more members or ex-members of the Committee for the purpose of making an inquiry or performing any function or duty which in the opinion of the Committee would be more conveniently undertaken or carried out by a sub-committee, providing that all acts and proceedings of such a sub-committee shall be fully and promptly reported to the Committee.
- 11) The Committee shall be empowered to make such arrangements as they shall think advisable including the setting up of a sub-committee for the effective management of local branches.

IV.

There shall be an Annual General Meeting of the Society once a year, at which there shall be a quorum when at least one tenth of the UK full members of the Charity for the time being or twenty members of the Charity, whichever is the greater, are present or represented. At the Annual General Meeting the Society shall receive the report of the Committee and the statement of accounts, elect members to the Committee and amend or alter the Rules of the Society if desired.

V.

- 1) Subject to the following provisions of this Clause the Constitution may be altered by a resolution passed by no less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- 2) No amendment may be made to Clause 1 (the Objects Clause), Clause X (the Dissolution Clause) or this Clause without the prior consent in writing of the Charity Commissioners.
- 3) No amendment may be made which would have the effect of making the Society cease to be a charity at law.
- 4) The Committee should promptly send to the Charity Commissioners a copy of any amendment made under this Clause.
- 5) Any resolution proposing a new Clause, or the alteration or repeal of an existing one, must be sent to the Secretary with the names of the proposer and seconder, at least two months previous to the Annual General Meeting or Extraordinary General Meeting.

VI.

An Extraordinary General Meeting of the Society shall be called by the Committee, or at the request in writing of twenty members of the Society. At such a meeting the quorum shall be the same as for the Annual General Meeting; see Clause IV.

VII.

All voting, except where necessary for election of the Committee, shall be by show of hands. Any member of the Society entitled to attend and vote at a General Meeting is entitled to appoint another member as proxy to attend and vote instead of him or her.

An instrument appointing a proxy shall be in writing, executed by or on behalf of the appointer and shall be in the following form (or in any form appropriate to the circumstances as the Committee may approve):

I .....of.....being a member of the above named Society hereby appoint \*the Chairman of the meeting or.....of.....as my proxy to vote in my name and on my behalf at the Annual /Extraordinary General Meeting of the Society to be held on the ..... and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution no 1: \*\* for / abstain / against

Resolution no 2: \*\* for / abstain / against

\* If it is desired to appoint any other person as your proxy, delete the words 'the Chairman of the Meeting' and insert his/her name and address.

\*\* Strike out whichever is not desired. Unless otherwise instructed, the proxy may vote as he or she thinks fit or may abstain.

VIII.

- 1) Any person or institution may apply for Full Membership of the Society. Student Membership, limited to three years duration, is open to those pursuing a recognised course of study.
- 2) Names of new members shall be submitted for confirmation at the next ensuing meeting of the Committee.
- 3) There shall be three classes of membership:
  - (a) Full Membership: entitles the holder to a free copy of the Journal, Newsletter and programmes, to purchase tickets for events and to purchase other publications at a reduced rate. To attend and vote at the Annual General Meeting and Extraordinary General Meetings and receive a copy of the annual report
  - (b) Institutional Membership: entitles the holder to two free copies of the Journal, two copies of the Newsletter and programmes, to purchase tickets for events and to purchase other publications at reduced rates. To attend and register one vote at the Annual General Meeting and Extraordinary General Meetings and receive a copy of the annual report.
  - (c) Student Membership: entitles the holder to the same services as full membership but without voting rights.

IX.

The Accounts of the Society shall be examined annually by an independent Scrutineer, who shall be appointed at the Annual General Meeting.

X.

If the Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all the members of the Charity, of which not less than 21 days 'notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting the Committee shall have the power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Charity Commissioners.

XI.

No member may use the name of the Society for any purpose without the permission of the Committee.

XII.

The copyright of all articles and reproductions appearing in the Society's publications is reserved by the Society to the Authors, unless by arrangement it is shared with another body.

**The above Constitution was adopted at the Annual General Meeting March 1996. This version of the Constitution has been corrected in order to delete several textual errors which had not been noted in the original document.**

**This version has been approved by the Charity Commission, May 1999 LER 14 June 1999**