

# **Hastings & St Leonards Museum Association**

## **Rules**

### **Paragraph 25 of the constitution states:**

*The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.*

### **1. Election of Officers, etc.**

At the Annual General Meeting each year, the Association will elect from its members the following:

- a) President
- b) Chair
- c) Secretary
- d) Treasurer
- e) Membership Secretary
- f) The appropriate number of representatives to Hastings Borough Council's Museum Committee (currently 6). In the event of an Association representative being unable to attend a meeting of the Hastings Borough Council Museum Committee, another Trustee may substitute for them.

### **2. Delegated spending**

The Committee shall have authority to approve the expenditure of up to £3,000 without requiring the prior agreement of a special general meeting called for this purpose.

### **3. Duties of the elected officials**

a. The duties of the President are to:

- preside at the AGM when the Chair stands down for either re-election or for another Chair to be elected.
- take over the Committee's functions and call an emergency meeting In the event of the whole Committee resigning;
- be the Diplomatic Representative of the Association at appropriate functions;
- attend functions such as Previews and Openings whenever possible;
- liaise as appropriate with other museums, museum friends, art galleries, etc.;
- support the Museum's staff.

The President is not a member of the Committee or a trustee but may be invited to attend its meetings without voting rights.

b. The duties of the Chair are to:

- chair meetings of the Committee and the Association;
- represent the Association at functions/meetings that the Association has been invited to;
- act as spokesperson for the Association when necessary.

c. The duties of the Secretary are to:

- take and keep minutes of meetings;
- prepare the agenda for meetings of the Committee and the Association in consultation with the Chair;
- deal with correspondence, collect and circulate any relevant information within the Association.

d. The duties of the Treasurer are to:

- supervise the financial affairs of the Association;
- keep proper accounts that show all monies collected and paid out by the Association.

e. The duties of the membership Secretary are to:

- maintain the membership list
- deal with correspondence concerning membership matters.