

**THE COMPANIES ACTS 1985 AND 1989**  
**A PRIVATE COMPANY LIMITED BY GUARANTEE**  
**AND NOT HAVING SHARE CAPITAL**

**MEMORANDUM OF ASSOCIATION**

**OF**

**UCKFIELD AND DISTRICT PRESERVATION SOCIETY LTD**

1. The name of the Company is (referred to as "the Company") **UCKFIELD AND DISTRICT PRESERVATION SOCIETY LTD.**
2. The Company's registered office is to be situated in England and Wales.
3. (A) The objects for which the company is established are:-
  - the preservation of Nutley Windmill and its being kept open to members of the public
  - to promote and encourage by charitable means in the northern half of the Wealden District Council area:-
    - public interest in and care for the beauty, history and character of the locality;
    - preservation, development, improvement and beautification of features of general public amenity or historic interest;
    - high standards of architecture and town planning.
- (B) In furtherance of the above objects, the Company shall have the following powers:
  - (a) To raise funds and invite and receive contributions, provided that in raising funds the Company shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations.
  - (b) To arrange meetings exhibitions, lectures, publications, other forms of instruction, publicity and promotion of schemes of a charitable nature and the maintenance, repair and conservation of properties, artefacts, historical documents and photographs in the care of the Society.
  - (c) To draw, make, accept, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the name of the Company.
  - (d) To acquire, alter, improve and (subject to such consents as may be required by law) to change or otherwise dispose of the property.
  - (e) Subject to Clause 4 below to employ such staff, who shall not be directors of the Company (hereinafter referred to as "the directors"), as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependents;
  - (f) To establish or support any charitable trusts, associations or institutions formed for all or any of the Objects;
  - (g) To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or similar charitable purposes and to exchange information and advice with them;
  - (h) To amalgamate, merge or join in with any Company having charitable objects wholly or in part similar to those of this Company for the purposes of better effecting the charitable Objects;
  - (i) To pay out of the funds of the Company the costs, charges and expenses of and incidental to the formation and registration of the Company;
  - (j) To purchase, take on lease or in exchange hire or otherwise acquire any real and personal estate which may be necessary for the furtherance of the Objects;
  - (k) Subject to such consents as may be required by law, to sell lease mortgage exchange, dispose of or otherwise deal with and turn to account all or any part of the property of the Company with a view to the promotion of its Objects;
  - (l) Subject to such consents as may be required by law, to borrow or raise money for the purposes of the Company on such terms and on such security as may be thought fit including making reasonable charges for any services provided hereunder (whether to beneficiaries or not);
  - (m) To invest the moneys of the Company not immediately required for its own purposes in or upon such investments, securities, or property as may be thought fit;
  - (n) To receive loans at interest or otherwise from and to lend money and give credit to, to take security for the performance of contracts by any person or Company as may be necessary or convenient for the work of the Company;
  - (o) To pay out of the funds of the Company the cost of any premium in respect of insurance and indemnities to cover the liability of the directors (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Company; provided that any such insurance or indemnity shall not extend to any claim arising from criminal or wilful or deliberate neglect or default on the part of the directors (or any of them);
  - (p) To do all such other lawful things as shall further the attainment of the above Objects or any of them.

4. The income and property of the Company shall be applied solely towards the promotion of its Objects and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Company, and no director shall be appointed to any office of the Company paid by salary or receive any remuneration or other benefit in money or money's worth from the Company: Provided that nothing in this document shall prevent any payment in good faith by the Company.
  - (1) of the usual professional charges for business done by any director who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Company to act in a professional capacity on its behalf: Provided that at no time shall a majority of the directors benefit under this provision and that a director shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion:
  - (2) of reasonable and proper remuneration for any services rendered to the Company by any member, officer or servant of the Company who is not a director;
  - (3) of interest on money lent by any member of the Company or director at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of the clearing bank to be selected by the directors;
  - (4) of fees, remuneration or other benefits in money or money's worth to any Company of which a director may also be a member holding not more than 1/100<sup>th</sup> part of the issued capital of that Company.
  - (5) of reasonable and proper rent for premises demised or let by any member of the Company or a director;
  - (6) to any director of reasonable out-of-pocket expenses.
5. No addition, alteration or amendment shall be made to or in the provisions of the Memorandum or Articles of Association for the time being in force as shall take the Company outside the terms of Section 30 of The Companies Act 1985 (exemption from requirement of "limited" as part of the name).
6. The liability of the members is limited.
7. Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets if it should be wound up while he or she is a Member, or within one year after he or she ceases to be a member, for payment of the Company's debt and liabilities contracted before he or she ceases to become a Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves.
8. If the Company is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Company, but shall be given or transferred to some other Company or charities having objects similar to the objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Company by Clause 4 above, chosen by the members' of the Company at or before the time of dissolution and if that cannot be done then for some other charitable object.

**THE COMPANIES ACTS 1985 AND 1989  
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**ARTICLES OF ASSOCIATION**

**Of**

**UCKFIELD AND DISTRICT PRESERVATION SOCIETY LTD**

**Interpretation**

In these articles:

"the Company" means the Uckfield and District Preservation Society Ltd.

"the Act" means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force;

"the articles" means the Articles of Association of the Company,

"the memorandum" means the memorandum of association of the Company;

"office" means the registered office of the Company.

"secretary" means the secretary of the Company or any other person appointed to perform the duties of the Secretary of the Company, including a joint, assistant or deputy Secretary;

"the directors/officers" means the directors of the Company

"the United Kingdom" means Great Britain and Northern Ireland; and

words importing the masculine gender only shall include the feminine gender.

words importing the singular only shall include the plural and vice versa.

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as the Act.

**MEMBERSHIP**

1. Any person interested in the stated Objects of the Society is eligible as a candidate for membership.
2. There shall be the following categories of members: -
  - Ordinary Members - 18 years of age or over at the commencement of the subscription year.
  - Family Members - shall include husband, wife or partner and all children less than 18 years of age at the commencement of the subscription year and those receiving full time education.
  - Junior Members - which expression shall include any person who is 12 or over and under 18 years of age at the commencement of the subscription year and who joins the Society other than as a Family Member.
  - Honorary Members - On the recommendation of the Executive Committee, the Society may elect Honorary Members at a General Meeting.
  - Group Membership - the Executive Committee may at its discretion accept a group of members from other Groups that are willing to subscribe to the stated Objects of the Society.
  - Life Membership - A category of membership no longer open to the Membership.
3. Every application for Membership shall be in such form as the Executive Committee may prescribe and shall contain the name and address of the candidate together with any other particulars that the Executive Committee may require.
4. Associate Members - the Executive Committee may at its discretion accept individuals whose particular skills are essential to the Society.

5. Every Member on joining the Society impliedly undertakes to comply with these Articles and any byelaws and regulations made hereunder. Should any Member refuse or neglect to comply with the provisions of these Articles of the Society or be guilty of any conduct or omission which, in the opinion of the Executive Committee, would be likely to be injurious to the Company, such Member shall be liable to expulsion by a resolution of the Executive Committee provided that at least one week before the Meeting at which such a resolution is passed, a notice shall have been despatched to the Member, by recorded delivery, at the address shown in the register of Members, stating the nature of the resolution and the time and place at which it will be considered, and intimating that the member may attend and, before such resolution is passed, give orally or in writing such explanation or defence as the Member may think fit. Alternatively the Executive Committee may suspend a Member for such period and on such terms as the Executive Committee shall think appropriate. The Executive Committee may, if they think fit and so specify in the notice, debar a member liable to expulsion from using Society premises pending consideration of such resolution. A Member expelled under this article shall forfeit all rights in and claims upon the Society and its property. The vote on a resolution for expulsion shall be by ballot and the resolution shall be carried if not less than three-quarters of the Members of the Executive Committee vote in favour of the resolution.
6. Every Member of the Society undertakes to contribute to the assets of the Society in the event of its being wound up during the time that he is a Member, or within one year afterwards, for payment of the debts and liabilities of the Society contracted before the time at which he ceases to be a member, such amount as may be required not exceeding £1.
7. Every Member shall notify the Membership Secretary of his postal address. All notices, except those served under Article 5, required by these Articles to be sent or given to Members, shall be deemed to have been duly sent or given by sending it by post in a pre-paid letter to the Member at his registered address, or by posting it in an appropriate place.

#### SUBSCRIPTIONS

8. Members, other than Life and Honorary Members who are exempt, shall pay annual subscriptions of such sum as the Membership at a General Meeting may prescribe. Any changes, if passed by a majority vote of the Members present, shall become operative from the day following that meeting. All Members shall pay their first annual subscription upon election to the Society and thereafter it is due on the 1st January each year. Members joining on or after 1st October in one year and paying their annual subscription in full shall not be liable to pay a further subscription for the following subscription year.
9. A Member who has not paid his full subscription within two months of the 1st January, or not paid an instalment within one month of the agreed date, shall have his name removed from the list of Members by order of the Executive Committee and no Member shall in any year be entitled to exercise any rights or privileges of Membership until his entrance fee (if any) and full subscription for that year have been paid.

#### OFFICERS

10. The Officers of the Society shall consist of a Chairman, a General Secretary and the Treasurer. They shall be elected by the Annual General Meeting in each year to hold office until the conclusion of the next Annual General Meeting. The retiring Officers shall be eligible for re-election.
11. The Society may from time to time in General Meeting elect a President and a Vice President to hold office for one year. They shall be eligible for re-election. These offices shall not confer privileges beyond those of an Ordinary Member.

#### COMMITTEES

12. The following Committees shall conduct the affairs of the Society: -

**Executive Committee** consisting of: -

The Officers of the Society, the elected representatives of the Bridge Cottage, Local History, Nutley Windmill and Planning and Environment sub-committees, a Membership Secretary, a Publicity Officer and up to two Society Members. The Executive Committee for the time being shall be Directors of the Company.

**Bridge Cottage Sub-Committee** consisting of: -

The Chairman of the Bridge Cottage sub-committee and up to five Society Members.

**Local History Sub-Committee** consisting of: -

The Chairman of the Local History sub-committee and up to ten Society Members.

**Nutley Windmill Sub-Committee** consisting of: -

The Chairman of the Nutley Windmill sub-committee and up to five Society Members.

**Planning and Environment Sub-Committee** consisting of: -

The Chairman of the Planning and Environment sub-committee and up to four Society Members.

13. All Committees may co-opt additional Members subject to the Executive Committee's agreement.
14. Proper minutes shall be made of the proceedings of all Committee and Sub-Committee Meetings. Such minutes to be signed by the Chairman of the next Meeting.

## DUTIES OF OFFICERS AND COMMITTEES

### THE EXECUTIVE COMMITTEE

15. The Executive Committee shall manage the affairs of the Company according to these Articles and shall apply the assets of the Society to the Objects of the Society, and shall make such bye-laws and regulations as they think fit as to the management of the Society, its properties or any assets in its care.
16. The Executive Committee shall meet at least four times a year. Special Meetings of the Executive Committee may be convened at the request of any Officer or any two Executive Committee Members, not being Officers, by notice served in reasonable time upon the members of that Executive Committee.
17. The Chairman shall be responsible for the general direction, development and management of the Society and shall ensure that its activities are conducted in the spirit of these Articles. He shall take the chair of the Executive Committee.
18. The General Secretary shall produce typed or printed Minutes of proceedings of the Executive Committee and of General Meetings and shall maintain other records of the Society as directed. He shall make appropriate arrangements for General Meetings of the membership. He shall assist the Officers as directed with the general conduct of Society management and be responsible for the detail of its procedures.
19. The Membership Secretary shall be responsible for processing new applications for membership. In collaboration with the General Secretary and the Treasurer he shall maintain a register of names and addresses of Members in each class of Membership.
20. The Publicity Officer shall be responsible for ensuring that maximum publicity is given to all of the Society's activities and that the public profile of the Society, in keeping with its Objects, is maintained at all times.
21. The Treasurer shall be responsible for keeping a complete and accurate account of the Society's finances. The books of account shall be open to inspection by the Executive Committee and Society Members at all reasonable times.
22. The income of the Society shall be kept by the Treasurer under the supervision of, and in such place and manner, as shall be determined by the Executive Committee. The Executive Committee shall have the power to expend the income in such manner as these Articles and the Objects of the Society allow.
23. The Treasurer shall maintain the insurance policies of the Society as directed by the Executive Committee and shall report to the Annual General Meeting on the insurance held by the Society.
24. The Executive Committee shall ensure that the Society is adequately insured against all reasonable risks, namely that: -
  - (i) Society tools and equipment are insured for full re-instatement.
  - (ii) Members of the Society engaged in duties or activities on behalf of the Society are adequately protected against third party liability.
  - (iii) Public Liability and employers liability insurance is maintained.
25. A Member of the Executive Committee and the General Secretary or Treasurer, in transacting business for the Society, shall disclose to third parties that he is so acting.
26. No Member shall incur expenditure on behalf of the Society without prior approval of the Executive Committee except for minor items paid from petty cash. Minor items must be authorised by the Officers authorised to hold petty cash before the expenditure is incurred.
27. Withdrawals from the Society's accounts and contractual agreements shall be signed by at least two nominated Officers of the Society.
28. The Executive Committee, or General Secretary as agent for the Society and its Members, shall enter into contract only so far as they are expressly authorised, or authorised by implication, from these Articles. Neither the Executive Committee nor the General Secretary shall, without the express authority of the Membership, pledge the credit of the Membership beyond 50% of the liquid assets, as declared at the last AGM, in accordance with Article 29 hereof.
29. In pursuance of the authority vested in the Executive Committee by Members of the Society, Members of the Executive Committee are entitled to be indemnified by the Members of the Society against any liabilities properly incurred by them or by the General Secretary on behalf of the Society wherever the contract is of a duly authorised nature and entered into on behalf of the Society. The limit of a Member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate unless the Executive Committee has been authorised otherwise.

### THE BRIDGE COTTAGE SUB-COMMITTEE

30. The management of all aspects of Bridge Cottage shall be entrusted to the Bridge Cottage sub-Committee. This sub-committee's responsibilities shall include operating and maintaining Bridge Cottage and to ensure that maximum safe access is available to both Society Members and members of the Public. It shall work within a budget set, on an annual basis, by the Executive Committee.

#### THE LOCAL HISTORY SUB-COMMITTEE

31. The management of all aspects of Local History shall be entrusted to the Local History sub-Committee. This sub-committee's responsibilities shall include the organisation of talks, visits, research and the publication, from time to time, of articles supporting the Society's Objects. It shall work within a budget set, on an annual basis, by the Executive Committee.

#### THE NUTLEY WINDMILL SUB-COMMITTEE

32. The management of all aspects of Nutley Windmill shall be entrusted to the Nutley Windmill sub-Committee. This sub-committee's responsibilities shall include operating and maintaining Nutley Windmill to ensure that maximum safe access is available to both Society Members and members of the Public. It shall work within a budget set, on an annual basis, by the Executive Committee.

#### THE PLANNING AND ENVIRONMENT SUB-COMMITTEE

33. The management of all aspects of Planning and Environment shall be entrusted to the Planning and Environment sub-Committee. This sub-committee's responsibilities shall include maintaining a watching brief on all planning applications that may impact the Objects of the Society. It shall work within a budget set, on an annual basis, by the Executive Committee.

#### VOTING ON COMMITTEES

34. Each Member of the Executive and other sub-Committees including co-opted Members shall have one vote. In the case of equality of votes the Chairman shall have a second vote, which shall be the casting vote. For the Executive Committee five Committee Members, including at least one Officer, shall constitute a quorum. For the Bridge Cottage, Nutley Windmill and Planning and Environment sub Committees, two Committee Members and for Local History sub-Committee, five Committee Members shall form a quorum.

#### ACCOUNTS

35. The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that act) and relevant legislation with regard to;
1. the keeping of accounting records;
  2. the preparation of annual statements of accounts;
  3. the auditing or independent examination of the statements of accounts; and
  4. the transmission of the statement of accounts.

36. A copy of the accounts for the year shall be circulated with the Agenda of the Annual General Meeting.

#### ELECTION OF EXECUTIVE COMMITTEE MEMBERS

37. The Officers and Executive Committee Members shall be elected by the Society in General Meeting to hold office until the conclusion of the next Annual General Meeting.
38. Candidates for election to the Executive Committee shall be those Members of the retiring Executive Committee who may offer themselves for re-election and such other Members of the Society whose nominations, duly proposed and seconded by Members of the Society in writing and signed by the Candidate signifying his willingness to be elected shall have been sent to the General Secretary at least twenty eight days before the date of the Annual General Meeting.
39. If the number of candidates, duly proposed and seconded, exceeds the number of vacancies to be filled, the election shall be by a ballot of the Members present at that Annual General Meeting and entitled to vote.
40. In the event of there being only one nominee for any one office or the correct number of nominees for election to the Executive Committee, no vote will be taken at the General Meeting and those nominated will automatically be considered to have been elected to the post for which they were nominated.
41. In the event of there being insufficient nominations for election to the Executive Committee, those nominated will automatically be elected as Members of that Committee. The Chairman of the Meeting shall invite the Meeting to make further nominations for the remaining vacant positions on the Executive Committee. Provided that the Members thus nominated accept nomination a Ballot vote for their election shall then be taken if the number of further nominees exceeds the number of positions on the Executive Committee remaining to be filled. Otherwise those further nominated will be automatically elected to the Executive Committee, subject to no objection being raised by the Meeting.
42. The Members may by resolution remove any Member of the Executive Committee before the expiration of his period of office and may appoint another qualified Member in his stead; but any person so appointed shall retain his office so long only as the Member in whose place he is appointed would have held the same if he had not been removed.
43. The Executive Committee may co-opt a Member to fill a vacancy.

## GENERAL MEETING

44. An Annual General Meeting shall be held on a date to be fixed by the Executive Committee. Not more than fourteen months shall elapse between the date of one Annual General Meeting of the Society and that of the next.
45. The General Secretary shall, at least twenty-one clear days before any General Meeting, send to every member a notice stating the time and place it will be held and the business that will be brought before it, together with, in the case of an Annual General Meeting, a copy of the accounts.
46. Twelve Voting Members shall constitute a quorum at any General meeting. In the event of a quorum not being present at an Annual General Meeting, the meeting shall be declared void and the Executive Committee and Auditors shall be deemed to be re-elected. If within half-an-hour from the time appointed for the holding of a General Meeting, a quorum is not present the Meeting shall be dissolved.
47. At all General Meetings the chair shall be taken by the Chairman or the President or by some Member of the Executive Committee, or in the event of resignation of the Executive Committee or unavailability of the foregoing, someone of those present shall be chosen by the Meeting.
48. Every Motion (unless otherwise expressly provided by these Articles) shall be decided by a majority of votes. These votes may be taken by a show of hands or by a ballot and in the case of equality of votes; the Chairman shall have the casting vote.
49. At any General Meeting a declaration by the Chairman that a Resolution has been carried by a particular majority, or not carried by a particular majority, shall be conclusive.
50. No business, except the passing of the Accounts and the election of the Officers, Executive Committee, Auditors and any business that the Executive Committee may order to be inserted in the convening notice shall be discussed at such a Meeting unless notice thereof be given to the General Secretary at least twenty-eight days before the date of the Annual General Meeting.
51. The Executive Committee may at any time, upon giving twenty eight clear days notice, call a General Meeting of the Society for any special business, the nature of which shall be stated in the summons convening the Meeting, and the discussion at such Meetings shall be confined to the business stated on the notice sent to Members.
52. The Chairman may, with the consent of any Meeting at which a quorum is present (and shall if directed by the Meeting), adjourn the Meeting from time to time and from place to place, but no business shall be transacted at any resumed Meeting other than business which might have been transacted at the Meeting from which the adjournment took place. Whenever a Meeting is adjourned for thirty days or more, notice of the resumed Meeting shall be given in the same manner as of the original Meeting. Save as aforesaid the Members shall not be entitled to any notice of resumption or of the business to be transacted at a resumed Meeting.
53. The accidental omission to give notice of a Meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate the proceedings of that meeting or any resolutions passed.
54. The Executive Committee shall also call a General Meeting after the General Secretary has received a written request by at least ten voting Members. This written request shall state the reason for the request.
55. At a General Meeting of the Society, or in a Postal Referendum, providing the appropriate subscription and entrance fee (if any) is fully paid, voting shall be as follows: -
- |   |         |
|---|---------|
| An Ordinary Member                        | 1 vote  |
| Life Members                              | 1 vote  |
| Family Membership 18 years of age or over | 2 votes |
| Group Membership                          | 1 vote  |
56. Junior, Associate and Honorary Members shall not be entitled to a vote, but shall be entitled to attend and speak at a General Meeting.
57. To be eligible to vote Members must be present (save in a Postal Referendum). No proxy votes are eligible at a General Meeting.
58. In the case of joint holders (e.g. Group Membership) the vote of the senior member who tenders a vote shall be accepted to the exclusion of the votes of the other joint holders, and seniority shall be determined by the order in which names of the holders stand in the register of members.
59. The Executive Committee may conduct a Postal Referendum of the voting Membership at any time to seek Members' votes on a specific resolution. The Referendum papers shall state the issue for members to vote upon, who will be acting as scrutineers and where the results of the Referendum will be published. To be valid, completed Referendum papers must be returned to the scrutineers within twenty-one days of the Member receiving such papers. (Article 68 regarding postal time shall apply) The result of the votes cast shall be as valid and effectual as if the resolution had been put at a General Meeting.

NEW ARTICLES, AMENDMENTS AND ALTERATIONS

- 60. These Articles may be altered or repealed or new Articles may be made at an Annual General Meeting or at an Extraordinary General Meeting duly summoned for that purpose.
- 61. Notice of any alteration or addition to the Articles intended to be proposed by a Member of the Society or by the Executive Committee shall be given to the General Secretary in writing at least thirty-five days before the same is to be proposed at the Annual General Meeting or any Extraordinary General Meeting. Full particulars of any such proposed alterations or additions shall be set out in the notice convening the Meeting given to Members twenty-one clear days before that meeting.
- 62. All such proposed alterations or additions and any amendments to them, which may be proposed and seconded, shall be put to the vote at the Meeting. The Resolution, with or without amendment, shall be incorporated in these Articles provided a majority of not less than 75% of those voting Members present vote in favour of the Resolution (with or without amendments).

MISCELLANEOUS

- 63. Limitations of Liability. Members of the Society and their guests or visitors use the Society premises and other facilities provided by the Society entirely at their own risk and impliedly agree to and accept the following limitation of liability:  
Except as provided for in Article 24, the Society will not be responsible for any damage to or loss of property belonging to members, their guests or visitors, nor will the Society accept liability for personal injury sustained by Members, their guests or visitors arising out of the use of the Society premises, (or any other facilities provided by the Society) or participation in any event organised by the Society, whether or not such damage or injury shall be occasioned by the neglect, default or negligence of any of the Officers, Executive Committee Members or servants of the Society.
- 64. Except as provided for in Article 24, the Society's insurance policies do not cover Members or their property against any risks. It shall be the responsibility of individual Members to effect their own adequate insurance cover.
- 65. A Member may retire from Membership at any time by giving to the Membership Secretary one week's notice thereof and surrendering his key, and any other Society property. No refund of subscriptions shall be made on resignation.
- 66. The Society premises may not be used for the purposes of gambling, other than raffles; lotteries or other activities duly authorised by the Executive Committee, to raise funds for the Society or approved charities.
- 67. The Society premises may be hired for an event subject to the Executive Committee being satisfied of the legality and proper nature of the event. No approval may be given to any activity likely to be detrimental to the good name and image of the Society. The Executive Committee shall determine the condition of hire and appropriate fees. Attention of Society Members hiring the Society premises is drawn to Article 63 concerning insurance. In addition the hirer shall undertake to pay for or make good any loss or damage to Society property, stock or any assets in its care.
- 68. Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a pre-paid letter.

ADOPTED BY ANNUAL GENERAL MEETING 12th SEPTEMBER 2003

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