

## CONSTITUTION

### The Sheffield and District Family History Society

#### 1. THE OBJECTS

The object of the Society shall be to promote for the benefit and education of the public the study of genealogy, family history and local history in the County of South Yorkshire. In furtherance of this object and not otherwise the Society may:

- a. Print and publish a journal
- b. Arrange a programme of lectures, visits and other activities
- c. Collaborate and co-operate with kindred Societies.
- d. Do all such other lawful things that are necessary for the attainment of the above object.

#### 2. FEDERATION

The Society shall be a member of the Federation of Family History Societies and other such Societies and Bodies as the Society may decide at their Annual General Meeting.

#### 3. MEMBERSHIP AND SUBSCRIPTIONS

Membership shall be open to anyone who supports the aims and objects of the Society and who pays the annual subscription. The annual subscription may be varied at the Annual General Meeting and shall be due on the date of that meeting. Membership may be deemed to have lapsed, unless the Executive Committee so decide in any case or cases, if the subscription is not paid by the end of the year in which it is due. The Society's year shall commence on 1st January.

#### 4. THE OFFICERS shall consist of:

- a. Chairman
- b. Secretary
- c. Treasurer
- d. Editor of Journal

who shall be elected at the Annual General Meeting which shall normally be held in the month of February.

#### 5. THE EXECUTIVE COMMITTEE

Shall consist of the above officers ex-officio, and a number of other members not exceeding 3 per cent of the official Society membership at the end of the previous year and who shall be elected at the Annual General Meeting. The Committee shall have power to fill vacancies arising between the Annual General Meetings and their choice shall be subject to ratification by members of the Society at the first ensuing Annual General Meeting. The Committee shall have power to co-opt such other members, not exceeding six in all, as they see fit.

Each Branch/Group shall have the power to elect Branch Officers for the purpose of conducting day to day business. Branch Officers are answerable to the Executive Committee.

New Branches shall only be formed on the authority of the Executive Committee.

#### 6. HONORARY OFFICERS

The Executive Committee may recommend to the Annual General Meeting that the Society shall have a President and no more than three Vice Presidents who shall be elected annually at the Annual General Meeting. The President and Vice President may attend the Executive Committee meetings but shall not be entitled to vote.

#### 7. COMMITTEE POWERS AND DUTIES

The Committee shall meet not less than twice a year and shall have full power to act in all matters affecting the Society without consulting the general body of the members except as provided in the Constitution. A quorum for Committee meetings shall be seven.

#### 8. FINANCE

- a. The income and property of the Society wherever derived shall be applied solely towards the promotion and execution of the objectives of the Society as defined in paragraph 1 above, and no portion thereof shall be paid or transferred directly or indirectly in any manner by way of profit to any member of the Committee or Society; providing that nothing herein shall prevent the payment in good faith of reasonable and proper repayment of out-of-pocket expenses incurred on behalf of the Society.
- b. The Society's funds shall be lodged with a bank in the name of the Society and all payments shall be made by cheque. All cheques shall be signed by any two officers of the Society. The Society shall be

regarded as an unincorporated Society, club or association for the purpose of their banking arrangements and shall complete the usual form of mandate required by the Bankers in such case.

- c. The Society's financial year shall end on 31<sup>st</sup> December and the audited accounts shall be submitted to the Committee at least 14 days before the Annual General Meeting.

#### 9. ANNUAL GENERAL MEETING

The Annual General Meeting of which 21 days notice shall be given shall be held at such time and place as shall be decided by the Executive Committee. The business of the Annual General Meeting shall be to:

- a. Receive reports on the activities of the past year.
- b. Receive and approve the audited accounts of the Society.
- c. Elect the officers and other members of the Executive Committee of the Society.
- d. Transact any other business on the agenda.

The Executive Committee shall have the power to call an extraordinary general meeting and shall be bound to do so within twenty eight days of receiving a notice in writing specifying the business and signed by not less than one quarter of the membership for the time being of the Society. The business to be transacted must appear on the agenda and no other business may be discussed. Fifty of the Society's members present at an Extraordinary General Meeting shall constitute a quorum.

#### 10. VOTING

Voting at all meetings shall be by a show of hands except at the demand of at least thirty members when it shall be by ballot. The Chairman of any meeting shall have a second or casting vote.

#### 11. PROPERTY

The Society's property shall be under the control of the Executive Committee. In case of the dissolution of the Society it shall be disposed of in accordance with the provision of the resolution dissolving the Society.

#### 12. DISSOLUTION

A motion calling for the dissolution of the Society may be submitted to the Executive Committee three months before an Annual General Meeting or in accordance with the rules governing an Extraordinary General Meeting. The motion shall be passed if it receives two thirds of the votes cast by the members of the Society present at the relevant meeting. If and when such a motion shall have been passed so much of the assets of the Society shall be realised as may be necessary to discharge all liabilities of the Society. Any remaining assets shall be given or transferred to such other charitable institution or institutions with objectives similar to those of this Society.

#### 13. ALTERATIONS OF CONSTITUTION AND RULES

Alterations of the Constitution and Rules shall only be made in the following manner:

- a. Notice of the proposed changes shall be forwarded in writing to all members of the Society, together with 21 days notice of the meeting at which they are to be considered.
- b. No such proposal shall be considered at any meeting at which less than fifty members are present, or one quarter of the Society membership whichever is the lesser, and it shall not be deemed carried unless at least two thirds of the members vote for it.
- c. No amendment shall be made that would cause the Society to cease to be a Charity at Law.

Any additional rules or variations of this Constitution are to be written and certified and a copy is to be kept affixed to the Front page of the current Minute Book.

The original Constitution and Rules were adopted at a meeting of the Society held on the 10<sup>th</sup> February 1977.

This Constitution includes the additions and amendments made up to and including the AGM held on the 21<sup>st</sup> March 2005

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NB

The Sheffield & District Family History Society is NOT a Registered Charity at present. The Constitution was taken in to line with one required for charitable status in 1989, but it was taken no further.