

# LEICESTERSHIRE & RUTLAND FAMILY HISTORY SOCIETY

## CHARITY No. 518870

This constitution was adopted, as amended, on the 13th March 2005.

### 1. Name

The name of the society shall be the Leicestershire & Rutland Family History Society (the Society).

### 2. Objects

**The objects of the society are: -**

- 2.1 To promote & encourage the public study of Family History, genealogy, heraldry, and local history with reference to the historical countries of Leicestershire & Rutland (the Counties).
- 2.2 To promote the preservation, security, and accessibility of archival material.

### 3. Powers

- 3.1 In addition to any powers it has, the Society may exercise any of the following powers to further the objects, but not for any of the following purposes: -
  - 3.1.1 To hold lectures, discussions, meeting, outings, issue publications and organize research visits for the members of the Society and interested members of the public.
  - 3.1.2 To hold and maintain a library of printed and other works for the use of Society members and members of the general public.
  - 3.1.3 To preserve, transcribe and publish historical genealogical source information in any relevant format.
  - 3.1.4 To pursue collaborative actions with similar societies and with establishes supportive bodies such as churches, libraries, records offices, and educational institutions.
  - 3.1.5 To support the activities of the Federation of Family History Societies in its pursuit of these and similar objectives.

### 4. Affiliation

- 4.1 This Society shall be affiliated to the Federation of Family History Societies and with other charitable organizations whose objectives are deemed compatible and mutually supportive.

### 5. Memberships

- 5.1 Membership of the Society shall be open to all persons, resident in this country or abroad, or Institutions showing genuine interest in the support of the Society's objectives. Application for membership will be on the forms authorized by the Executive Committee.
- 5.2 The Executive Committee of the Society shall determine classes of membership.
- 5.3 Subscriptions shall be payable on the 1st January each year in respect of the calendar year just beginning, at rates determined by the Executive Committee and approved by the previous Annual General Meeting (AGM) of the members provided that after such approval the rates so approves may be varied at an Extraordinary General Meeting (EGM) convened at the request of the Executive Committee and taking place before the relevant 1<sup>st</sup> January. There shall be rates for each class of membership.
- 5.4 The Executive Committee may suspend from membership any member whose activities, in the opinion of the Executive Committee, are determined to be prejudicial to the society. Such suspension shall not take place until the Executive Committee has heard representations from the member. Such members shall have the right to appeal to the next General Meeting of the Society. The final suspension shall be on a vote by members at the General Meeting and shall be by a simple majority of those members voting.

5.5 If members of the general public who are not members of the Society wish to participate in any of the activities set out in Clause 3.1.1 above, then a reasonable charge shall be made at a rate or rates which the Executive Committee shall from time to time decide. This charge may or may not be the same as any charge levied on paid members of the Society for their participation in those activities.

## **6. Administration**

6.1 The society shall be administered by an Executive Committee consisting of not more than ten members who will be elected annually at the AGM.

6.2 The Executive Committee shall include a Chairman, Vice-Chairman, Secretary, Treasurer, and a maximum of six other members.

6.3 A quorum of the Executive Committee shall consist of 50% plus one member and if necessary the Chair shall have a casting vote.

6.4 Vacancies on the Executive Committee occurring between AGMs may be filled by co-opting members. If they wish to remain on the Executive Committee, those co-opted members must then submit their names for election by the membership at the next AGM.

6.5 The electorate for General Meetings shall consist of all fully paid up members of the Society. A fully paid up member is one whose subscription for the current calendar year has been received by a member of the Executive Committee 28 days before the date of the General Meeting. The result of the vote shall be on a simple majority. Voting will be by a show of cards supplied to current members on signing in at the General Meeting.

6.6 All Executive Committee members shall be eligible for re-election upon completion of their term in office.

6.7 The Executive Committee shall have the power from time to time to nominate a Patron and/or a President of the Society to continue in office for as long as they are willing or until the Executive Committee otherwise decide.

6.8 The Executive Committee shall have the power to establish Groups within the Countries, for furtherance of the Society's objects. Each group so established shall comply with and be subject to the following regulations: -

6.8.1 Each group shall act in accordance with the objects of the Society as in Clause 2 and shall be subject to such conditions as may from time to time be laid down by the Executive Committee.

6.8.2 Each group shall be administered by a Committee and administration guidelines shall be provided by the Executive Committee.

6.8.3 A group may be may be suspended at any time by a resolution of the Executive Committee and, upon suspension, shall cease all operations. Any assets shall be frozen until a resolution has been approved at a General Meeting dissolving the Group or otherwise.

6.9 All Society goods and equipment assigned to Groups or individual members of the Society is to remain the property of the Society and cannot be disposed of without the written permission of the Executive Committee.

## **7. Meetings**

7.1 An AGM shall be held during the month of March at which members of the Executive Committee present their reports and the Treasurer submits a financial statement. Notice in writing of this meeting shall be given at least 28 days prior to the event. A quorum at an AGM will be a minimum of 50 members of the Society which must include more than 50% of the Executive Committee members.

7.2 An EGM may be convened at the request of the Executive Committee or at the request of 50 members, with prior written notice being sent to the full membership at least 28 days before the meeting. A quorum at such a meeting shall consist of not less than 50 members which must include more than 50% of the Executive Committee members if the EGM is convened by the Executive Committee members and of whom at least 35 shall be signatories to the notice calling if it is convened by 50 members. Decisions at the meeting shall be by simple majority except where the resolution refers to items in Clause 8. Voting shall be in accordance with Clause 6.5.

## **8. Amendments.**

- 8.1 Except for matters dealing with the annual rate of subscription this constitution may be amended by a resolution passed by not less than two thirds of the members present and voting at a General Meeting provided that 28 days notice of the proposed amendment(s) has been sent to all members and provided that no amendment may be made which would have the affect of making the Society cease to be a charity at law and provided that no alteration that would confer any benefit on any member of the Executive Committee shall be made except with the prior written consent of the Charity Commission.
- 8.2 The annual subscription rates may be amended at a General Meeting, by a simple majority of those attending and entitled to vote. The Chair of the meeting shall in this instance have a casting or second vote. Voting shall be in accordance with Clause 6.5.

## **9. Finance.**

- 9.1 The Executive Committee shall comply with the accounting requirements of the Charities Act 1993, relevant to the income and expenditure of the Society with regard to:
- 9.1.1 The keeping of accounting records of the Society.
- 9.1.2 The preparation of annual statements of account for the Society.
- 9.1.3 The auditing, or independent examination, of the statements of account of the Society.
- 9.1.4 The preparation of an annual report and the sending of it together with the statements of account to the Charity Commission.
- 9.1.5 The preparation of an annual return and its transmission to the Charity Commission.
- 9.2 All bank accounts for the Society and its Groups shall have the name of the Leicestershire & Rutland Family History Society in their title and shall have at least two signatures of members of either the Executive Committee or the relevant Group Committee for each transaction.
- 9.3 The income and property of the Society shall be applied solely towards the promotion and execution of the objects of the Society (see Clause 2), and no portion thereof shall be paid or transferred directly or indirectly in any manner by way of profit to any member of the Executive Committee except with the prior written consent of the Charity Commission. However, payment may be made in good faith for reasonable and proper out-of-pocket expenses incurred on behalf of the Society.
- 9.4 The Society shall provide funds to the Groups appropriate to their size and activities. Each Group shall open a bank account which shall be run in accordance with the Charities Act 1993. The monies in the Group bank accounts shall remain at all times the monies of the Society as a whole and shall be subject to the same rules as in Clause 9.1.
- 9.5 The Financial year of the Society shall end on the 31st December each year.

## **10. Dissolution**

- 10.1 If the Executive Committee decides that it is necessary or advisable to dissolve the Society, they shall call a meeting of all members of the Society giving a minimum of 21 days notice stating the terms of the resolution to be proposed. If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee shall have power to realize and assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the object of the Society as the members of the Society may determine, or, if that cannot be done, shall be applied for some other charitable purpose.