

The Mid Norfolk Family History Society

Constitution and Rules

(including all amendments approved up and including the September 2009 AGM)

1. TITLE

The name of the association shall be 'The Mid Norfolk Family History Society' (hereinafter called 'the Society')

2. AIMS

a) The aims of the Society shall be:-

- To further the study of and encourage interest in the study of Family History
- To assist members and other family historians in their researches wherever possible
- To liaise with other societies in the gathering and recording of information

b) In the furtherance of the above aims the Society shall have power:-

- To provide a centre where members of the Society may meet to exchange knowledge and experience.
- To engage the services of expert speakers when possible and appropriate; and to arrange group visits to locations of interest to family historians such as record depositaries, etc.
- To undertake projects concerned with the study of family history such as transcribing registers, indexing records, etc. and to publish the results wherever possible.
- To maintain and expand a library of books on family history subjects, together with research material in digital and other formats.

3. MEMBERSHIP

a) Any person interested in furthering the aims of the Society and contributing an annual subscription may become a member of the Society and on admission to membership be entitled to attend and vote at all general meetings of the Society. The subscription year will run from January 1st to December 31st.

b) The Society shall keep a register of all the members of the Society.

c) Non-members of the Society may be admitted to ordinary meetings of the Society upon payment of a sum as determined at the Annual General Meeting

d) The annual membership subscription and charge for non members shall be subject to review at the Annual General Meeting

4. OFFICERS AND COMMITTEE

- a) Executive Officers of the Society shall comprise, Chairman, Secretary and Treasurer, all of whom shall be elected annually and shall be eligible for re-election.
- b) A committee shall be elected annually at the Annual General Meeting and shall comprise the Executive Officers plus not less than two and not more than eight members of the Society all of whom shall be elected annually and shall be eligible for re-election
- c) In addition the non-executive title of President may be awarded where considered appropriate by the AGM.

5. ACCOUNTABILITY

- a) Subject to any directions given by the Annual General Meeting or any Special General Meeting, the business and the activities of the Society shall be controlled by the Committee.
- b) The committee shall have the power to appoint sub-committees, or individual officers, providing that all acts and proceedings of any such sub-committee or individual officer shall be fully reported back to the Committee and any such sub-committee or individual officer shall act under the direction of the Committee at all times. Any such sub-committee or individual officers shall not have voting rights within the committee.

6. ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS

- a) The Society shall meet monthly, except December, unless circumstances dictate otherwise.
- b) The Annual General Meeting of the Society shall be held within two months after the close of the financial year for the purposes of receiving and adopting the Annual Report and Audited Accounts for the preceding year, electing Executive and Non-Executive members to serve on the Committee, determining the annual membership subscription and non-members charge for the following subscription year, and transacting any other business as may be appropriate.
- c) Any Special General Meeting shall be convened by the Chairman or in his absence or unwillingness to act, by another other Executive Officer, on the instructions of the Committee or at the request of not less than ten member or fifty percent of the members if the membership shall have fallen below twenty.
- d) Not less than 14 days notice of any General Meeting or any Special General Meeting shall be given to every member of the Society, and in the case of a Special General Meeting such notice shall specify the business to be transacted at that meeting.
- e) A quorum for an Annual General Meeting or any Special General Meeting shall not be less than ten members or fifty percent of the members if the membership shall have fallen below twenty, and no business shall be transacted unless a quorum is present.

- f) A Meeting shall take place at the physical location specified in the Notice of Meeting for the holding of the Meeting or if the Meeting is called as an online virtual Meeting or by telephone conference, the Meeting shall take place at the electronic or virtual platform used by the Society to host the Meeting or if called as a hybrid meeting the physical location where the Meeting is to be held and the electronic or virtual platform used by the Society to host the Meeting and the Notice of Meeting shall specify such platform and host.
- g) “present in person” A person entitled to attend and vote at a Meeting may participate by being physically present at the location of the Meeting stated in the Notice of Meeting or if it is held virtually online or by telephone conference or as a hybrid meeting participation in the Meeting called by the Notice of Meeting shall be taken to be presence in person at the Meeting. Persons present in person shall count towards the quorum required for the relevant meeting.
- h) A person attending a Meeting virtually shall have the same rights to receive notice, speak, vote and otherwise participate in the Meeting as they would have if attending the Meeting in person.
- i) Where arrangements have been made for a Meeting to be held virtually or as a hybrid meeting the Notice calling the Meeting shall state that fact and include details of the means by which a person may attend the Meeting virtually.
- j) The Chairman of a Meeting being held virtually or as a hybrid meeting if the virtual or hybrid meeting platform experiences technical issues, including the ability for the Chairman to postpone or adjourn the Meeting without seeking the consent of the Meeting, may adjourn the Meeting from time to time and from place to place, but no business shall be transacted at any adjourned Meeting other than the business left unfinished at the Meeting from which the adjournment took place.
- k) At any Meeting a resolution put to the vote of the Meeting shall be decided on a show of hands or for those attending the meeting virtually online or by telephone by voting electronically (if the facility is available) and in accordance with the voting procedures notified prior to the Meeting. A declaration by the Chairman that a resolution has on a show of hands or electronically been carried unanimously or carried by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Society shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against such resolution.

7. FINANCES

- a) The financial year of the Society shall run from 1st August to the following 31st July.
- b) The funds of the Society shall be derived from subscriptions, grants, donations, legacies and proceeds of activities in accord with the aims of the Society, and all monies received shall be devoted to all or any of the objects of the Society.
- c) The members of the Society shall not receive payment either direct or indirect for their services or for any reason other than legitimate expenses incurred in the furtherance of the Society’s work as shall have been agreed in advance by the Committee.
- d) All monies received by or on behalf of the Society shall be paid into a bank or building society account held in the name of the Society

e) The Society's bank account(s) shall be operated by not less than two signatures authorised by the Committee.

f) The Committee shall have the power of appointing an auditor.

8. AFFILIATIONS. The Society may be affiliated to or accept affiliation from any other Society having aims similar to some or all of the aims of the Society.

a) The Society shall seek to become a member of the Federation of Family History Societies (Registered Charity No. 1038721) and shall have the power to guarantee its debts in the event of its insolvency up to the sum of £1. The Society may also affiliate with other charitable organisations whose objects are deemed compatible and mutually supportive.

9. ALTERATIONS TO CONSTITUTION AND DISSOLUTION

a) Alterations to this Constitution shall only be made on the assent of two-thirds of the members present and voting at an Annual General Meeting or a Special General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary of the Society at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days notice of such meeting shall be given by the Secretary to the membership and shall include notice of the alteration proposed.

b) The Society may be dissolved by a resolution passed by a two-thirds majority of those members present and voting at any Annual General Meeting or a Special General Meeting convened for that purpose. If any property remains after satisfaction of all debts and liabilities, such property shall not be paid or distributed among members of the Society as the Society may determine, and if effect cannot be given to this provision then to another charitable purpose or aim.