

# **ADOPTED CONSTITUTION OF THE DONCASTER AND DISTRICT FAMILY HISTORY SOCIETY.**

## **1. NAME**

The name of the Group shall be the Doncaster and District Family History Society.

## **2. ADDRESS**

The recognised address of the Society shall be that of the Secretary.

## **3. AREA OF INTEREST**

- a) The proposed area of interest covers Doncaster Metropolitan Borough and the Archdeaconry of Doncaster..
- b) The stating of the geographical area indicated does not exclude the possibility of the Society extending its interest into areas beyond this or from welcoming members from outside of the area.

## **4. OBJECT**

The object of the Society shall be to advance public education in family history and genealogy within the area of interest.

## **5. POWERS**

In furtherance of this object but not otherwise the society may exercise the following powers:

- a) To provide a forum for members to meet and discuss the study of genealogy and family history.
- b) To produce a regular journal
- c) To arrange and provide for, either alone or along with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses.
- d) To establish, equip and maintain a research facility to provide guidance and resources in family history research and genealogical study for those living in the area of interest and elsewhere, and for those visiting the research facility.
- e) To provide guidance in family history research and genealogical study to those living elsewhere whose families come from the area of interest.
- f) To collect and disseminate information on all matters relating to its object and to exchange such information with other bodies having similar objects whether in the United Kingdom or elsewhere.
- g) To write, print or publish, in whatever form, such papers, books, periodicals, pamphlets or other documents, including films and record material, as shall further it's objects and to issue or circulate the same whether for payment or otherwise.
- h) To raise funds and invite or receive donations and contributions, whether by subscription or otherwise, provided that the Society shall not undertake or in any way engage in any permanent trading activities in raising funds for its charitable objects.
- i) To take on lease, hire or otherwise lawfully acquire such property or other rights and privileges as may be necessary for the promotion of its objectives.
- j) To make regulations for the proper supervision, control and management of any property that may be so required.
- k) To sell, let, dispose of or turn to account all or any of its property or assets subject to such consents as may be required by law.
- l) To invest money not immediately required for its objects in or upon such investments, securities or property as the Society may think fit, subject nevertheless to such conditions (if any) as may for the time being be imposed by law.

- m) To employ such staff (who may not be members of the Executive Committee) as are necessary for the proper pursuits of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- n) To acquire and take over and apply for the purposes and objects of the Society all or any of the assets and liabilities of any association or corporation having objects similar to this Society.
- o) To apply for and obtain any rights, concerns and privileges from, and to enter into any arrangements that is conducive to the objects of the Society with any authorities (supreme, local or otherwise).
- p) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts in the name of the Society.
- q) To do all such other lawful things as are necessary for the achievement of the objects.

## 6. MEMBERS

Membership shall be open to all persons who are interested in furthering the objects of the Society. Classes of membership shall be determined by the Executive Committee of the Society and may include such categories as Individual, Family, Senior, Student, Overseas and Institutions

## 7 THE EXECUTIVE COMMITTEE.

- a) The Executive Committee shall consist of a Chairman, not more than two Vice-Chairmen, Secretary, Treasurer, Editor, Project Organiser and at least two others but not more than five.
- b) The Executive Committee shall administer the affairs of the Society and shall meet at least four times in each year and shall determine the rules and procedures to govern its own meetings. Quorums of the executive Committee shall consist of three of its members.
- c) The Secretary of the Executive Committee shall circulate, with the Agenda for the Annual general meeting, a list of candidates proposed for election to the Executive Committee. The names of the proposed must be submitted to the Secretary of the Executive Committee so as to arrive not less than fourteen days before the Annual General Meeting. If there are more candidates than vacancies on the Executive Committee the Chairman shall appoint two scrutineers to hold a ballot and shall announce the result at the end of the meeting. If there are fewer candidates than vacancies, further nominations may be accepted at the meeting at the discretion of the Chairman.
- d) Minutes of the proceedings of the Executive Committee shall be taken by the Minute Secretary and entered into the minute book. They shall be confirmed at the next relevant meeting and signed by the Chairman as correct.
- e) All elected members of the Executive Committee shall retire each year but shall be eligible for re-election.
- f) If any elected member of the Executive Committee shall be unable to complete his or her full term of office the said Committee may co-opt any other eligible person to serve until the next Annual General Meeting.
- g) The Executive Committee may appoint annually sub-committees either ad hoc or permanently which, under the authority and with approval of the Executive Committee shall be empowered to deal with particular questions provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee. The Executive Committee may nominate such persons as they consider appropriate including persons not members of the Executive Committee.
- h) The executive Committee shall lay down the form and manner in which candidates shall apply for membership of the Society.
- i) The executive Committee shall be empowered to elect honorary members to the Society.

## 8 SUBSCRIPTIONS

- a) Subscriptions shall be payable at the time and date determined by the Executive Committee. If the Executive Committee makes any changes to the classes of members, or the levels of subscriptions, members will be given at least three months notice before the proposed changes come into effect. Members will also be provided with the rationale leading to the decision to make the changes.
- b) The treasurer shall notify any member who is six months in arrears with his or her subscription. If the said member is still in arrears after twelve months he or she will automatically cease to be a member of the Society.

## 9 FINANCE

- a) The Executive Committee shall be responsible for the administration of the Society's funds. The executive Committee shall have the power to invest funds in Trustee securities or to place them on deposit or loan with a financial institution approved at the Annual General Meeting, or to hold funds in a current account in a clearing bank or to invest in freehold or leasehold property. The Executive Committee shall not however raise loans or mortgages chargeable on the funds or properties of the Society without express approval of an Annual General Meeting.
- b) Two members of the Executive committee, one being the Treasurer or his appointed deputy, shall sign all cheques and other documents governing the finances of the Society.
- c) The Treasurer shall keep a regular account of all receipts and payments in a manner approved by the Executive Committee and shall present to each meeting of the Executive Committee an interim statement showing the current state of the Society's finances.
- d) The income and the property of the Society wheresoever derived shall be applied solely to the promotion of the objects of the Society as set forth in the Constitution.
- e) The Society's financial year shall end on 31<sup>st</sup> December. The audited accounts shall be submitted to the Executive Committee at least fourteen days before the Annual General Meeting.
- f) The auditors shall be appointed at the Annual General Meeting.
- g) Individual members of the Executive Committee must declare any personal financial interest in any matter under discussion and shall not vote on the matter in question.

## 10. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held at such time 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 members of the Executive Committee of the Society.
- d) Transact any other business on the Agenda.

## 11 EXTRAORDINARY GENERAL MEETING.

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 notice in writing specifying the business and signed by not less than fifty 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. Any motion shall be passed if it receives two-thirds of the votes cast by the members at the meeting.

## 12 AMENDMENTS TO THE CONSTITUTION

The Constitution can be altered or amended only at the Annual General Meeting or Extraordinary General Meeting of the Society and then only if the proposed alterations or amendments receives two thirds of the votes of members of the Society present at the meeting. No amendment shall be

made to clauses 4, 12 and 15 without the approval of the Charity Commission for England and Wales. No amendment shall be made which would cause the Society to cease to be a charity at law.

#### 13 RESIGNATION OF A MEMBER.

Any member who wishes to withdraw from the Society shall give notice in writing to the Secretary of the Executive Committee.

#### 14 EXPULSION OF MEMBERS

If the conduct of a member shall be judged such as gravely to damage the welfare of the Society as a whole then a member of the Executive Committee may expel the member concerned. The member shall have the right to appeal against this decision at the Annual General Meeting or an Extraordinary General Meeting at which he or she shall have the right to speak but not to vote. The member has the right to be accompanied by a friend at the appeal hearing. The motion for expulsion must be carried by two-thirds of the members of the Society present at the relevant meeting.

#### 15 DISSOLUTION OF THE SOCIETY.

A motion for the dissolution of the Society may be submitted to the Executive Committee three months before the 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, archives, records, library or other material owned by the Society shall be transferred or given to such other charitable institution or institutions having objects similar to those of the Society as the members of the Society may determine, or failing that shall be applied for some other charitable purpose. The Trustees must notify the Commission promptly that the Society has been dissolved. If the Executive Committee are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send to the Commission the Charity's final accounts.

29 February 2012