

ADOPTED CONSTITUTION OF
THE DONCASTER AND DISTRICT FAMILY HISTORY SOCIETY

1. NAME

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

2. ADDRESS

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

3. AREA OF INTEREST

3.1 The proposed area of interest covers Doncaster Metropolitan Borough and the Archdeaconry of Doncaster.

3.2 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

4.1 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:

5.1 - To produce a regular journal.

5.2 - To arrange and provide for, either alone or along with others, the holding of fairs, exhibitions, meetings, lectures, classes, seminars, or training courses.

5.3 - To establish, equip and maintain a research facility to provide guidance and resources in family history research and genealogical study.

5.4 - To collect and publish, in whatever form, information on all matters relating to the objects of the Society and to exchange such information with other bodies having similar objectives.

5.5 - To raise funds and invite or receive donations and contributions, whether by subscription or otherwise.

5.6 - 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.

5.7 - To sell, let, or dispose of any of its property or assets subject to such consents as may be required by law.

5.8 - 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 imposed by law.

5.9 - 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 similar objects to this Society.

5.10 - To apply for and obtain any rights, concerns, and privileges from, and to enter into any arrangement that is conducive to the objects of the Society with any authorities (supreme, local or otherwise).

5.11 - 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.

5.12 - To do all such other lawful things as are necessary for the achievement of the objects.

6. MEMBERSHIP

6.1 - Membership shall be open to all persons who are interested in furthering the objects of the Society.

6.2 - Classes, and the period, 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

7.1 - The Executive Committee shall consist of a Chair, a Vice-Chair, Secretary, Treasurer, Editor, and at least two others, up to a maximum of 10 people.

7.2 - 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.

7.3 - Quorums of the Executive Committee shall consist of five of its members.

7.4 - The Secretary of the Executive Committee shall circulate, with the Agenda for the Annual General Meeting, a list of candidates nominated for election to the Executive Committee.

7.5 - The names of the nominated must be submitted to the Secretary of the Executive Committee to arrive not less than fourteen days before the Annual General Meeting.

7.6 - If there are more candidates than vacancies on the Executive Committee, the Chair shall appoint two scrutineers to hold a ballot and shall announce the result at the end of the meeting.

7.7 - If there are fewer candidates than vacancies, further nominations may be accepted at the meeting at the discretion of the Chair.

7.8 - Minutes of the proceedings of the Executive Committee shall be taken by the Secretary, or their deputy.

7.9 - They shall be confirmed at the next relevant meeting and agreed by the Executive Committee as correct.

7.10 - All elected members of the Executive Committee shall retire each year but shall be eligible for re-election at the Annual General Meeting.

7.11 - Nominations for members of the Executive Committee, should be submitted in writing, or by means of electronic communication, not less than 14 days before the day on which the Annual General Meeting is to take place.

7.12 - If any elected member of the Executive Committee shall be unable to complete their full term of office the said Committee may co-opt any other eligible person to serve until the next Annual General Meeting.

7.13 - 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 questions provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

7.14 - The Executive Committee may nominate such persons as they consider appropriate including persons not members of the Executive Committee.

7.15 - The Executive Committee shall decide the method in which candidates shall apply for membership of the Society.

7.16 - The Executive Committee shall keep a register of the names and addresses of the members of the Society and shall be responsible for keeping it up to date and in compliance with the Data Protection Act of 2018.

7.17 - The Executive Committee shall be empowered to elect honorary members to the Society.

8. SUBSCRIPTIONS

8.1 - Annual subscriptions shall be payable at the time and date determined by the Executive Committee.

8.2 - If the Executive Committee makes any changes to the classes of members, or the levels of annual subscriptions, members will be given at least three months notice before the proposed changes come into effect.

8.3 - Members will also be provided with the rationale leading to the decision to make the changes.

8.4 - If a member has not renewed their annual subscription within 30 days of the due date, they will automatically cease to be a member of the Society until such subscription is paid.

9. FINANCES

9.1 - The Executive Committee shall be responsible for the administration of the Society's funds.

9.2 - 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.

9.3 - 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.

9.4 - Two members of the Executive committee, being the Treasurer and/or the appointed deputies, shall authorise expenditure by the Society and other documents governing the finances of the Society.

9.5 - 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.

9.6 - 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 out in the Constitution.

9.7 - The Society's financial year shall end on 31st December. The audited accounts shall be submitted to the Executive Committee at least fourteen days before the Annual General Meeting.

9.8 - The auditors shall be appointed at the Annual General Meeting.

9.9 - 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. MEETINGS

10.1 - "Meeting" in this constitution means a General Meeting of the Members of the Society including an Annual General Meeting and includes Executive Committee or Sub-Committee meetings.

10.2 - Any meeting may be held physically or online as a virtual meeting or utilising some other facility enabling all people participating in the meeting to communicate interactively and simultaneously with each other.

10.3 - Meetings of any type can be held as hybrid meetings combining attendance in person and online or by telephone conference as the circumstances allow and the Executive Committee decides.

10.4 - A person entitled to attend and vote at a meeting may participate by being physically present at the location of the 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.

10.5 - Persons present in person at the meeting and those attending the meeting virtually shall count towards the quorum required for the relevant meeting.

10.6 - 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.

10.7 - 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 how a person may attend the meeting virtually.

11. ANNUAL GENERAL MEETING

11.1 - The Annual General Meeting shall be held at such time as shall be decided by the Executive Committee and shall be held once a year (not being more than 15 months after the preceding Annual General Meeting).

11.2 - The business of the Annual General Meeting shall be to:

11.2.1 - Receive reports on the activities of the past year

11.2.2 - Receive and approve the audited accounts of the Society

11.2.3 - Elect the members of the Executive Committee of the Society

11.2.4 - Transact any other business on the agenda

12. EXTRAORDINARY GENERAL MEETING

12.1 - 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, or by electronic communication, specifying the business at the request of at least 10% of the members of the Society.

12.2 - 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.

13. AMENDMENTS TO THE CONSTITUTION

13.1 - 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.

13.2 - No amendment shall be made to clauses 4, 13 and 16 without the approval of the Charity Commission for England and Wales.

13.3 - No amendment shall be made which would cause the Society to cease to be a charity at law.

14. RESIGNATION OF A MEMBER

14.1 - Any member who wishes to withdraw from the Society shall give notice in writing, or by electronic communication, to the Secretary of the Executive Committee.

15. EXPULSION OF MEMBERS

15.1 - If the conduct of a member shall be judged such, to gravely damage the welfare of the Society as a whole, then a member of the Executive Committee may expel the member concerned, following a decision made by the Executive Committee to do so.

15.2 - 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.

15.3 - The member has the right to be accompanied by a friend at the appeal hearing.

15.4 - The motion for expulsion must be carried by two-thirds of the members of the Society present at the relevant meeting.

16. DISSOLUTION OF THE SOCIETY

16.1 - 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.

16.2 - 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.

16.3 - 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.

16.4 - 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.

16.5 - The Trustees must notify the Commission promptly that the Society has been dissolved.

16.6 - 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.

D&DFHS CONSTITUTION – Approved by the Membership 29th March 2023