The East Family History Society Constitution

1. TITLE

The name of the society shall be “The East Family History Society”, hereinafter referred to as “the Society”.

2. AIMS

The aims of the Society shall be:

a. To collect all references to the EAST/ESTE(S) name and all variations, to collate and store these records and to make them available to all members.

b. To produce a Journal at least twice per year to be distributed to all members, the cost of which to be covered by subscriptions.

c. To advertise the Society’s existence, thus bringing as many researchers of the names EAST/ESTE(S) etc. as possible into contact with each other.

3. MEMBERSHIP

a. Any person may apply for membership by submitting the Society’s application form and the annual subscription in force at the time.

b. Membership is annual. Membership may include a nominated partner who shall also be entitled to vote. Such nominated couples shall receive only one copy of each Journal or other Society documents and correspondence. The level of subscription shall be reviewed by the committee periodically and any proposed changes must be agreed at the subsequent AGM.

c. Any member who does not renew their annual subscription by the end of each AGM shall be deemed to have resigned. Nevertheless, such lapsed membership may be reinstated by the payment of the outstanding amount.

d. When participating in Society activities, members shall act in a safe, considerate and responsible manner. Such participation shall be at members’ own risk and subject to such rules, regulations or restrictions which the committee may issue from time to time. Above all, this constitution shall be binding on all members.

e. The committee shall have the power to refuse admission to the Society to any person whose membership is deemed to be prejudicial to the aims and interests of the Society.

f. Upon receipt of a written complaint signed by three or more members the conduct of the member concerned shall be examined by the committee. If the complaint is found to be justified the matter must be dealt with at the next general meeting. The member concerned shall be informed of the complaint in writing and shall be given at least twenty one days’ notice of the meeting; the member is also entitled to attend and to speak at the meeting. If the complaint is upheld by a two thirds majority of votes cast, the member concerned shall forthwith be excluded from all Society activities and shall immediately return to the committee any Society property or assets held.

4. COMMITTEE:

a. The affairs of the Society shall be managed by a committee comprising not less than three nor more than ten persons, all of whom must be members of the Society.

b. The committee shall comprise at least the posts of Chairperson, General Secretary, Membership Secretary and Treasurer, all of whom are unpaid.

c. A quorum of the committee shall be three members.

d. Decisions of the committee shall be determined by majority vote, the Chairperson having a casting vote.

e. The committee shall have the power to co-opt additional persons for specific purposes and/or expert advice. Such persons may serve on the committee as supernumeraries, but shall not be entitled to vote unless they are also members of the Society.

f. Where a vacancy is created by resignation, expulsion, death etc. the committee shall have the power to co-opt a replacement until the next AGM. This co-opted member must be a member of the Society.

g. A permanent record of the minutes of committee meetings shall be kept.

5. ELECTIONS TO THE COMMITTEE:

a. Committee members may serve for a period not exceeding five years, at the end of which they must stand down. However, they are eligible to stand again for immediate reelection.

b. Written nominations for committee posts must be received by the General Secretary not less than fourteen days before the AGM. They must be proposed and seconded by members of the Society and must be endorsed with the signature of the candidate confirming willingness to serve if elected.

c. Verbal nominations may be made directly from the floor at the AGM. If the nominee is not present at the meeting the proposer must provide written confirmation of the nominee's willingness to serve if elected.

d. Committee members who wish to resign their posts should do so at the AGM, having given at least one month's notice to the Chair. Resignation at any other time should be for unavoidable reasons only.

6. DUTIES OF COMMITTEE MEMBERS:

It is the duty of the committee:

a. To manage the Society's affairs, to publicise its activities and to conduct its business in accordance with the aims set out in this constitution, and to administer the rules and procedures laid down.

b. To keep a register showing the name and last notified address of every member of the Society.

c. To co-opt additional members on to the committee as required.

d. To agree the terms of reference and duties of individual committee members. Any committee member who ceases to act in that capacity shall immediately hand over all books, records and other Society property to his/her successor or to the Chairperson.

7. FINANCE AND ACCOUNTS:

a. All monies raised and received by the Society shall be used to further the aims of the Society and to cover necessary administration costs.

b. The committee shall open and maintain an account or accounts with a bank or a building society, into which monies received shall be paid and from which payments shall be made. Cheques may be signed or payments authorised by the signature of one of two nominated committee members, one of whom shall be the Treasurer.

c. Proper books of accounts shall be kept and an annual statement of income and expenditure shall be prepared, audited and presented at the AGM. The accounts shall include records of all transactions, receipts, assets and liabilities in sufficient detail to explain the nature thereof, together with details of all subscriptions received by the Society from individual members.

8. ANNUAL GENERAL MEETING:

a. The Annual General Meeting shall take place not less than nine months nor more than fifteen months from the date of the previous AGM, at such time and place as arranged and published by the committee

b. The agenda of the AGM must include the following:

i) Confirmation of the minutes of the previous AGM,

ii) Report(s) of the Society's activities,

iii) Presentation of the Treasurer's financial statement,

iv) The appointment of an Auditor,

v) The election of committee members.

c. A quorum at the Annual General Meeting shall be ten members.

d. The Chairperson may refuse to accept a motion which, in his/her opinion, requires either more detailed discussion by the committee or circulation to the membership as a whole.

e. A permanent record of the minutes of AGMs shall be kept.

9. EXTRAORDINARY GENERAL MEETINGS:

a. An Extraordinary General Meeting shall be convened at any time upon the instructions of the committee or within twenty-eight days of the Hon. Secretary receiving a written request signed by twenty members or ten per cent of the membership, whichever is less. Such a request must state full and specific reasons for requiring an EGM.

b. Notice convening an EGM shall be posted to all current members of the Society at their online addresses recorded in the Society's register not less than fourteen days before the date of the EGM. This notice must give full reasons for the holding of such a meeting. Failure of any member to receive such notice shall not invalidate the calling of the EGM.

c. The EGM shall consider only the business for which it was convened.

10. VOTING:

a. At any Society meeting voting shall be by a show of hands.

b. At any Society meeting every member present is entitled to one vote in respect to every motion, counter-motion or amendment.

c. Any member unable to attend an AGM or an EGM may appoint another member to act as proxy. The Chairperson must receive notification of this in writing and signed by the absent member.

d. Motions are passed by a simple majority (but see sections12 and 13). The result of all votes shall be declared by the Chairperson who, in the event of a tie, has a casting vote.

11. INSURANCE:

The committee shall ensure that there exists an insurance policy or policies with a reputable company so that:

a. the Society is covered against any claim made against it, or against a member acting on its behalf, by any other person for loss, damage, injury or death, no matter how caused.

12. CONSTITUTION:

After initial adoption by a simple majority vote by members at an AGM, amendments to this constitution shall be made only by a two-thirds majority vote at any subsequent general meeting

13. DISPOSAL OF FUNDS AND ASSETS:

Any proposal to dissolve the Society shall only be moved at the AGM or at an EGM called for that purpose at not less than twenty-one days notice. If the proposal is confirmed by a majority of two-thirds of those present the committee shall have the power to realise any assets of the Society. After all debts and liabilities have been met any assets remaining shall be held by the bank or building society for not less than twelve months. If after that time the Society has not been re-opened, all monies shall be given to a designated charity or charities and the officers of the time shall wind up all other outstanding Society affairs. If at the time the Society enjoys charity status, a copy of the statement of accounts for the final accounting period of the Society must be sent to the Charity Commissioners. No member or official of the club shall benefit directly. Family history data loaned by members shall be returned to them and that owned by the Society shall be offered to the Society of Genealogists.

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