

Breconshire Local & Family History Society
Cymdeithas Hanes Lleol a Theuluoedd Brycheiniog

Constitution

(Version 2.0 – adopted 13 June 2012)

1. NAME

The name of the Society is the **Breconshire Local & Family History Society** (“The Society”). The Welsh name may also be used: **Cymdeithas Hanes Lleol a Theuluoedd Brycheiniog**.

2. OBJECTS AND POWERS

The objects of the Society are to enhance, encourage and enable the study of local history and family history in Breconshire.

To achieve these objectives the Society may:

- i. Conduct research, surveys and investigations into the local history and family histories of Breconshire
- ii. Promote and adhere to set standards of research methodology and presentation
- iii. Publish the results of the Society’s endeavours on traditional materials, electronic media, and the Internet
- iv. Curate exhibitions and hold meetings, talks and teaching sessions.
- v. Collaborate and co-operate on local history and family history matters with other groups having similar interests.
- vi. Hold, maintain and preserve local records, artefacts or objects of interest
- vii. Raise funds by subscriptions, donations, sales of publications, and other legitimate means.

3. MEMBERSHIP

- i. Membership of the Society is open to everyone subject to their paying the annual membership subscription. The subscription becomes due for renewal on the first day of January each year, but any member joining the Society after 30th September will pay one quarter subscription for the remainder of the year.
- ii. Each member who is fully paid up on the date a meeting is called will have one vote. Members who cannot attend a meeting may cast their votes by proxy.
- iii. The Management Committee can create new categories of membership as they see fit up to a maximum of six categories.

4. GENERAL MEETINGS

- i. The quorum for all annual, general and special meetings of the Society is one quarter of the number of paid-up members of the Society or twenty members, which ever is smaller. Those submitting a vote by proxy will be counted as if they were present at the meeting.
- ii. Each paid-up member present will be entitled to one vote. In the case of an equality of votes the Chairman of the meeting will have a casting vote
- iii. At least twenty-one days’ notice of all annual, general and special meetings of the Society should be given to each member, together with a copy of the agenda and the facilities to cast votes by proxy. The notice and agenda may be communicated by post or by electronic mail.
- iv. The Annual General Meeting will be held each year as soon as possible after 1st June, but not later than 31st September.
- v. A Special General Meeting may be convened, either by the Management Committee, or by written request to the Secretary from one tenth of paid-up members of the Society. The meeting must be held within five weeks of such a direction or request.

5. MANAGEMENT COMMITTEE (“The Committee”)

- i. The Committee comprises a Chairman, Secretary, Treasurer, and between four and eight other members. All Committee members must be paid-up members of the Society for the whole of their term in office.
- ii. The Chairman, Secretary, and Treasurer will be elected at each Annual General Meeting.
- iii. The general members of the Committee will be elected at each Annual General Meeting and are eligible for re-election.
- iv. At its first meeting following the Annual General Meeting, the Committee may elect from its members a Vice Chairman for the ensuing year, who will take the Chair at all meetings in the absence of the Chairman.
- v. The quorum for Committee meetings is five elected members.
- vi. The Committee members will meet at least four times a year.
- vii. Each Committee member will receive at least seven days notice of all committee meetings, together with a copy of the agenda specifying items to be discussed. The notice may be communicated by post or by electronic mail.
- viii. The Committee is responsible for all the administration and management of the Society’s affairs and is custodian of all the Society’s assets.
- ix. The roles and responsibilities of the Officers and other members of the Committee are set out in the Terms of Reference. These Terms of Reference may be revised by the Committee from time to time

The Committee has the power to:

- x. Fill casual vacancies by appointing new members between annual general meetings. Such new members will have full voting rights.
- xi. Require the resignation of a committee member who has failed to attend three out of five committee meetings without good reason
- xii. Require members of the Society to declare business or professional interests in any of the Society’s affairs or activities
- xiii. Determine the rate of the annual membership subscriptions.
- xiv. Appoint sub-committees to organise a specific function or project. The members of a sub-committee may include members not on the Committee and non-members of the Society. The Committee should review the progress, function and effectiveness of sub-committees at each Committee meeting.
- xv. Appoint an Honorary President by invitation, who can attend committee meetings but not vote, and who will remain in office for three years and be eligible for re-appointment.

6. FINANCE

- i. The funds of the Society may only be used to further the objects of the Society. They must not be used for any other purpose.
- ii. The financial year will run from 1st June to 31st May.
- iii. The Society funds will be held in a bank account in the name of the Society with all cheques signed by two members of the Committee in accordance with the procedures set out in the Terms of Reference.
- iv. The Treasurer will keep a record of all the income and expenditure of the Society and present a report of the accounts to each Committee meeting. If the Treasurer is unable to attend the meeting, he/she will send a written report to the Chair for presentation to the meeting.
- v. The Treasurer will submit a written statement of accounts to each Annual General Meeting.
- vi. If it considers the turnover of the Society large enough, the Committee may ask that the Annual Accounts be examined by a suitably qualified financial adviser who is not a member of the Committee but may be a member of the Society. This process should follow the guidance set out by the Charity Commissioners for unregistered community groups.

7. AMENDMENTS

The Constitution may be amended by a two-thirds majority of the paid-up members of the Society present at an Annual General Meeting or Special General Meeting.

8. DISSOLUTION

- i. The Society may be dissolved by a two-thirds majority of the paid-up members present at an Annual General Meeting or Special General Meeting. All members must be given at least twenty-one days written notice of such a meeting, with a clear outline of the proposals to be discussed. The notice may be communicated by post or electronic mail.
- ii. On dissolution, all the Society's remaining assets, together with the Society's administrative books and records, will be transferred to one or more organisations having similar objectives to those of the Society, as set out in Section 2 above. The recipient organisation(s) are to be agreed by the meeting of the Society at which the decision to dissolve the Society was confirmed