

CONSTITUTION
of the
DORSET FAMILY HISTORY SOCIETY

1. NAME

The name of the Society shall be the Dorset Family History Society.

2. OBJECTIVES

The objects of the Society shall be:

- (a) To promote and encourage the public study of family history, genealogy, heraldry and local history with particular reference to the County of Dorset.
- (b) To promote the preservation, security and accessibility of archival material.

In furtherance of the above objects but not further or otherwise the Society shall have the following powers:

- (i) To hold lectures and discussions and organise research visits for Society members and interested members of the general public.
- (ii) To hold and maintain a library of printed and other works primarily for use of Society members and members of the general public.
- (iii) To preserve and transcribe or publish original source materials including documents and monumental inscriptions.
- (iv) To pursue collaborative actions with similar societies and with established supportive bodies such as churches, libraries, records offices and educational institutions.
- (v) To support the activities of the Federation of Family History Societies in its pursuit of these and similar objectives.
- (vi) To set up constituent groups in appropriate catchment areas.

3. AFFILIATION

This Society shall be affiliated to the Federation of Family History Societies and with other charitable organisations whose objectives are deemed compatible and mutually supportive.

4. MEMBERSHIP

- (a) Membership in the Society shall be open to all persons showing genuine interest in the support of the Society's objectives. Application for membership will be on the prescribed form.
- (b) Classes of membership: These shall be as determined by the Executive Committee of the Society and may include such categories as: (1) Individual membership, (2) Overseas membership, (3) Honorary membership (to be conferred as agreed by the Committee).
- (c) Subscriptions shall be payable at the time and at the rate recommended by the Executive Committee and approved by members at the Annual General Meeting. Any member who is six

months or more in arrears with their subscription shall be deemed to have resigned from the Society.

- (d) The Executive Committee may suspend from membership any member whose activities, in their opinion, are determined to be prejudicial to the Society. Such members will have the right of appeal.

5. ADMINISTRATION

(a) The Society shall be administered by an Executive Committee consisting of not more than thirteen members including the Honorary Officers. The Honorary Officers shall be the Chairman, Secretary and Treasurer.

A quorum will consist of half the total number of members of the Committee, to include at least two Honorary Officers.

(b) The Officers and Committee members shall be elected annually by the membership and their terms of office shall commence with the declaration of the election results at the Annual General Meeting. Nominations must be submitted in writing to be received by the Secretary at least seven days before the Annual General Meeting.

(c) The electorate shall consist of all fully paid—up members of the Society and voting will be conducted at the Annual General Meeting.

(d) All members of the Executive Committee shall retire each year but shall be eligible for re-election. No individual shall serve on the Executive Committee for more than six consecutive years. Such an individual may, however, be re-elected after a lapse of two years. The Executive Committee shall have the power to appoint members as required to any other posts deemed necessary to the efficient running of the Society. These appointments to be reviewed annually at the first executive meeting after the Annual General Meeting.

(e) In the event of an office becoming vacant prior to the Annual General Meeting the Executive Committee may co-opt a member of the Society to fill the vacancy. The power to co-opt shall take precedence over Clause 5(d).

(f) Any fully paid-up member of the Society shall be eligible for election to the Committee except those whose term of office has expired and who are not yet eligible for re-election.

6. MEETINGS

(a) An Annual General Meeting shall be held during the month of October or November when Officers shall present their reports. Notice in writing of this Meeting shall be given at least twenty-eight days prior to the event.

(b) An Extraordinary General Meeting may be convened at the request of the Executive Committee or at the written request of not less than twenty-five members, with prior written notice furnished to the membership at least twenty-eight days before the Meeting. A quorum at such a Meeting shall consist of not less than 51 members. Decisions at the meeting shall be by simple majority.

(c) In addition to the Annual General Meeting a meeting of the Executive Committee together with a representative from each of the constituent groups of the Society and any individuals who are responsible for any other aspect of the Society's activities shall be held once a year. This meeting shall be called the Council Meeting.

7. CONSTITUTION

Except for matters dealing with the annual rate of subscription, the rules may be amended by a simple majority of the fully paid-up membership present and voting at a General Meeting. Notification of such Meeting shall be given to all fully paid-up members. The Constitution shall be amended only if three-quarters of those attending and voting vote for such amendment.

The rules governing annual subscription rates may be amended at a General Meeting in the same way as the other rules save that the vote of one half of those attending and voting shall be sufficient for such alteration. The Chairman of the Meeting shall in this instance have a casting vote or a second vote. No alteration or amendment shall be made to the Constitution which would cause the Society to cease to be a charity at law.

8. FINANCE

(a) The income and property of the Society, whencesoever derived, shall be applied solely towards the promotion and execution of the objectives of the Society as defined at paragraph (2) above, and no portion thereof shall be paid or transferred directly or indirectly in any manner by way of profit to any member of the Committee or Society; providing that nothing herein shall prevent the payment in good faith of reasonable and proper repayment of out-of-pocket expenses incurred on behalf of the Society.

(b) The Committee or Treasurer on its behalf shall cause proper books of account to be kept with respect to all sums of money received and expended by the Society and the matters in respect of which such receipts and expenditures take place.

(c) Once at least in every year the Society's accounts shall be audited by one or more qualified auditors. The results of this audit shall be presented to the members of the Society.

9. DISSOLUTION

The Society may be dissolved by a resolution passed by not less than three-quarters of those members present with voting rights at either an Annual or Extraordinary General Meeting called for the purpose and for which twenty-eight days prior notice has been given in writing. Such a resolution may give instructions for the disposal of any assets held by the Society after all debts and liabilities have been paid, the balance left to be transferred to some other charitable institution or institutions having objectives similar to those of the Society.

10. TRUSTEES

The Committee may appoint not less than three persons (and not more than six persons) to hold any property held by or in trust for the Society.

January 1988

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Revised November 2007

Revised November 2010