

THE CONSTITUTION OF WEST MIDDLESEX FAMILY HISTORY SOCIETY

Terms used in this document:

AGM	means Annual General Meeting
Committee	means Executive Committee
EGM	means Extraordinary General Meeting

1. NAME

The name of the Society shall be the **West Middlesex Family History Society**.

2. OBJECTS

The objects of the Society shall be to promote and encourage the public study of Family History, Local History, Genealogy and Heraldry. In furtherance of these objects but not otherwise, the Society shall have power to:

- (a) promote, maintain and encourage the practice of, and dissemination of information on, Family History, Local History, Genealogy and Heraldry, by means of education or lectures or otherwise to Society members and interested members of the general public;
- (b) promote and maintain research into all aspects of Family History, Local History, Genealogy and Heraldry;
- (c) preserve records, archives and any other sources of material by transcription or otherwise;
- (d) publish literature; and
- (e) collaborate with other similar organisations and with such bodies as churches, libraries, record offices and educational institutions.

3. AFFILIATION

The Society may affiliate to the Federation of Family History Societies and shall have the power to guarantee its debts in the event of its insolvency up to the sum of £1, and may affiliate to other bodies whose aims are similar to its own.

4. MEMBERSHIP

- (a) Membership of the Society shall be open to all persons who are interested in the objects for which the Society exists. Application for membership shall be made in writing on a prescribed form. The classes of membership shall be as follows: (i) Individual; (ii) Joint; (iii) Corporate; (iv) Honorary.
- (b) Joint Membership shall mean two people residing at the same address, each of whom shall be entitled to one vote at AGMs or EGMs. Individual Members, Honorary Members and the representative of a Corporate Membership present at AGMs or EGMs shall be entitled to one vote each.
- (c) The Committee shall be empowered to elect Honorary members.
- (d) The Committee of the Society may, by unanimous vote and for good and sufficient reason, suspend or recommend the termination of membership of any member. That suspension to become termination or to be set aside by the membership at the next following AGM of the Society or an EGM convened in accordance with the procedure outlined in Clause 7 below, provided that such member will have the right to be heard (accompanied by a friend) by the Committee before a final decision is taken by the Committee to suspend or recommend termination. Termination may only be implemented subject to a two-thirds majority of those present and eligible to vote in favour of such termination.

5. SUBSCRIPTION

Subscriptions shall be payable at the time and at the rate recommended by the Committee and approved by members at the AGM, subject to a simple majority of those present eligible to vote. Any member who is three months in arrears with their subscription shall be deemed to have resigned from the Society.

6. COMMITTEE

(a) The Society shall be administered by a Committee consisting of not more than twelve members. The Honorary Officers of this Committee shall be the Chairman, Vice-Chairman, Secretary, and Treasurer. A quorum shall consist of no less than half the Committee members which will include at least two Officers.

(b) All members of the Committee shall be elected by fully paid-up members who are present and voting at the AGM. Nominations for membership of the Committee must be submitted in writing to the Secretary so as to arrive not less than fourteen days before the AGM. If insufficient nominations have been received to fill the vacancies the Chairman of the meeting may, at their discretion, take nominations from the floor.

(c) Members of the Committee shall retire at the end of three years' service but may submit themselves for re-election on an annual basis for a further three years. No individual shall serve on the Committee for more than six consecutive years; such an individual may however be re-elected after a lapse of one year.

(d) Casual vacancies may be filled by co-option by the Committee.

(e) The Committee may appoint annually sub-committees, either ad hoc or permanently, which under the authority and approval of the Committee may nominate such persons as they consider appropriate including persons not members of the Committee.

(f) The Committee shall meet at least four times a year, and shall determine the rules and procedures to govern its own meetings.

7. MEETINGS

(a) The AGM of the Society shall be held during the months of February or March. Written notice of this meeting will normally appear in the preceding Journal or in writing at least 28 days prior to the event. A quorum at such a meeting shall consist of not less than twelve full members.

(b) The AGM will:

- (i) receive the Chairman's report;
- (ii) receive the examined accounts of the Society;
- (iii) appoint one or more independent examiners;
- (iv) elect the Officers and other members of the Committee; and
- (v) transact any other business on the agenda.

(c) An EGM may be convened at the request of the Committee or at the written request of not less than ten full members of the Society, with prior notice given in the preceding Journal or in writing at least twenty-eight days before the meeting. A quorum at such a meeting shall consist of not less than twenty full members.

(d) Only those paid-up members present shall be entitled to vote at an AGM or EGM.

8. CONSTITUTION

(a) Subject to the following provisions of this clause, the Constitution may be altered only at an AGM or at an EGM of the Society of which proper notice has been given; such Notice to include notice of the Resolution setting out the terms of the proposed alteration. The Resolution must be passed by not less than two-thirds of the votes of Society members present and voting at the meeting.

(b) No such alteration may be made which would have the effect of making the Society cease to be a Charity at law.

(c) No amendment may be made to Clause 1 (name clause), Clause 2 (objects clause), Clause 9(a) (Committee members not personally interested clause), Clause 10 (dissolution clause) or this Clause without the prior consent in writing of the Charity Commissioners. Proposals for constitutional amendments shall be submitted to the Committee of the Society at least fifty-six days prior to the day on which the AGM or EGM is to be held.

(d) The Committee should promptly send to the Charity Commissioners a copy of any amendment made under this clause.

9. FINANCE

(a) The income and property of the Society, whence so ever derived, shall be applied solely towards the promotion and execution of the objectives of the Society as defined in Clause 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; provided 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 or the payment of an approved fee when engaged as a speaker.

(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 expenditure take place.

(c) Once at least in every year, the Society's accounts shall be examined by one or more independent examiners. The results of this examination shall be presented to members of the Society at the AGM.

10. 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 AGM or EGM called for the purpose and for which twenty-eight days' notice has been given in writing. Such a resolution shall 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 objects similar to those of the Society.

11. TRUSTEES

The Committee, who shall be deemed to be Charity Trustees, may appoint Committee members or other members of the Society to be Holding Trustees for the Society to hold any property owned by it or held or to be held in trust for the Society.

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