

# **CALDERDALE FHS**

## **Constitution**

**Current from April 2022**

## Calderdale Family History Society Constitution - Spring 2022

### 1. NAME

- 1.1. The Society shall be called the Calderdale Family History Society (Incorporating Halifax & District).
- 1.2. Any Member may, with a seconder, propose a change of name at an Annual General Meeting (AGM). To be carried, the proposal needs to be approved by a simple majority of the Members present. Once such a proposal has been voted on, further proposals for change of Society name may not be submitted for consideration for a further three years.

### 2. OBJECTIVES

- 2.1. That the society exists for the purposes of :-
  - Encouraging interest in and assisting in the furtherance of all matters relative to the study of Genealogy and Family History research.
  - Recording and preserving Genealogical material for future generations.

### 3. METHODS

- 3.1. The Society shall :-
  - Hold meetings and exhibitions.
  - Invite speakers to general or specially arranged meetings.
  - Publish documents on paper, photographic (eg. fiche) or electronic media.
  - Arrange excursions to places of interest.
  - Collect and archive books, documents and electronic data of genealogical interest.
  - Compile & publish registers of all families being researched by individual Members.
  - Pursue the objects of Society in such ways as the Committee of the Society may determine.
- 3.2. The meetings of the Society shall be arranged by the Committee and published in a Syllabus annually, a copy of which shall be given to each Member. Special Meetings may be called at the discretion of the Committee or upon written request being made to the Secretary by at least ten Members, subject to fourteen days notice being given.
- 3.3. The Meetings and Excursions shall be open to Friends of Members at the discretion of the Committee, as it may from time to time determine.
- 3.4. ***Meetings may be held physically, virtually, or by Hybrid methods (mixed physical & virtual), depending on the situation in the country at the time (eg Pandemic). The Committee may decide which method will be used for any meeting & will give members adequate notice. Methods of voting at meetings where a membership vote is required will be decided by the Committee & will be advised to the members prior to the meeting concerned.***

### 4. MEMBERSHIP

- 4.1. The Membership shall be in six classes :-
  - Full Member - UK, Overseas and Internet.
  - Associate Member - UK, Overseas and Internet.
- 4.2. Full Members shall be entitled to :-
  - Attend all meetings.
  - Receive one copy of each notice and Scrivener issued by the Society during Membership. The Committee may decide, from time to time, to vary the method of issue dependent on their economics, and the wishes of the Members concerned.
- 4.3. Associate Membership is limited to persons forming part of the household of full Members. Associate Members are entitled to attend meetings and excursions, but will not receive notices or publications .
- 4.4. Members and Associate Members shall be admitted to the Society on acceptance by the Membership Secretary of a completed application form, and on payment of the current annual subscription.
- 4.5. ***New Members shall receive :-***
  - ***All relevant documents that they require to gain the benefits of membership. These may vary from time to time to reflect current benefit.***
  - ***A Membership No to allow them access to the Members' Area of the Society website.******All documents will be despatched to the member by E-Mail whenever possible.***
- 4.6. The Committee may refuse or terminate the Membership of any person.
- 4.7. The minimum age at which Members shall be eligible for Membership or Associate Membership shall be 18 (eighteen) years.
- 4.8. The annual subscription shall be determined annually by the Committee and become due on the anniversary date on which the member joined the Society. Members allowing their subscriptions to remain unpaid for a period of 6 months following their renewal date shall be deemed to have resigned, although the Society benefits & privileges may be withdrawn from 2 months after the anniversary date for members whose current subscription is unpaid.
- 4.9. Members' basic details may be published in official Society publications, from time to time, to aid and promote inter-communication amongst members.

- 4.10. Members' basic details may be held on computer files controlled by Society Officers. All members will be informed of this when they join the Society.
- 4.11. The Society Officers will endeavour to comply with the appropriate sections of the Data Protection Act, particularly with regard to Membership Records.
- 4.12. Honorary membership may be granted to any member who has given outstanding service to the Society, at the discretion of the committee.

## **5. OFFICERS**

- 5.1. The Officers of the Society shall be: -
- President
  - Chairman
  - General Secretary
  - Membership Secretary
  - Treasurer
  - News Editor
- 5.2. The responsibilities of each officer are detailed in Job Specifications attached to this Constitution. They may be varied by the Committee without recourse to the General Membership. However, any changes should be published to the General Membership at least annually. This may be done at the AGM or through any of the Society's publications.
- 5.3. A Vice-Chairman will be elected by the Committee from amongst their Membership, to deputise as Chairman at both Committee & General Meetings, when the Chairman is unable to attend.
- 5.4. The position of President shall be Honorary, to be held by the occupant for life, or until such time as he or she shall voluntarily relinquish the position. The position of President shall be held by a person who has given outstanding service to furtherance of Family History and Genealogy in Calderdale, and will be elected by the whole Membership on a simple majority, at either the AGM or a monthly General Meeting. At least 14 (fourteen) days notice of such an election must be given to the Membership by the Committee.

## **6. COMMITTEE**

- 6.1. The Committee shall consist of the Officers and as many other Members as the Committee deem suitable at the start of any year. Such a number must be approved by the Membership at the AGM by a simple majority. 4 (four) Members of the Committee will constitute a quorum, provided that at least 7 (seven) days notice of such a meeting is given to all current Committee Members.
- 6.2. The elected Committee shall form an executive body with full powers to conduct the business of the Society. In an emergency, any elected Officer is empowered to act on behalf of the Society with the approval of at least two other Committee Members. Such action must be reported to the full Committee within a reasonable time, and certainly no later than the next scheduled Committee Meeting.
- 6.3. The Officers and Committee Members shall be elected annually at the AGM, the numbers being those recommended by the outgoing Committee and approved by the Members (see 6.1. of this Constitution).
- 6.4. The Committee may co-opt any other Member on to the Committee as an ex-officio Member to carry out specific responsibilities. These responsibilities will be agreed by the Committee & will be reported to the Members at the following AGM. Ex-officio Members have no voting rights on the Committee.

## **7. ANNUAL GENERAL MEETING**

- 7.1. The Annual General Meeting (AGM) shall be held in the month of April for the following purposes :-
- To receive a report from the General Secretary. This should include, at least, a statement of the ex-officio Members used during the preceding year & a recommendation on the number of elected Committee Members to be elected for the ensuing year.
  - For the Members to vote on the number of Committee Members to be elected for the ensuing year.
  - To receive a report from the Treasurer and a Statement of Accounts which will have been audited by a non-Committee Member.
  - To elect the Officers & Committee Members for the ensuing year.
  - To receive a report from the Society's Computer Auditor on the satisfactory state, or otherwise, of the Society's computer systems and the hardware, software, & processes used to support them (see 10.2. below)
- 7.2. With regard to the election of Officers and Committee Members, all will be eligible for re-election. Nominations for the Officers and the Committee shall be sent in writing to the General Secretary at least fourteen days before the AGM. However, in the absence of written nominations, the Chairman shall have the power to recommend either re-election "en-bloc" or a variation of the existing Officers & Committee Members to be elected. All Officer & Committee Members require a simple majority to be elected.
- 7.3. 1 (one) Auditor shall be elected at this meeting, requiring a simple majority of voting Members. They should not be a member of the Society, but, if a suitable non-member cannot be found, then a suitable member may be proposed but not be a current Committee Member.**
- 7.4. Every 3 years, where applicable, the Treasurer will report on the results of the audit done by an External Auditor on the latest year's Society accounts. (see 10.1. below).**

## **8. REVISION OF RULES**

- 8.1. No part of this constitution shall be revised, altered, or deleted, nor any new rule added, except by the decision of no less than two-thirds of the eligible votes cast at the AGM. Eligible votes may be cast either by members present at the meeting, or by proxy, in writing, from members not present, and sent or given to the General Secretary before the start of the AGM. The proposer of any revision, alteration, or deletion or of any new rule must give two months' notice of his or her intention to the General Secretary, together with a written copy of the proposed change.

## **9. RESIGNATION**

- 9.1. Any Member wishing to resign from the Society must give the Membership Secretary written notice of his or her intention.
- 9.2. Automatic resignation will be deemed to have taken place under rule 4.8. of this Constitution.

## **10. FINANCIAL, COMPUTER SYSTEMS, DATA & RECORD SECURITY.**

- 10.1. If the current elected auditor is a Society member (see 7.3. above), every 3 years a suitably qualified External Auditor (not a Society member) will examine the Society's most recent year's financial accounts. The Treasurer will report his findings to the next AGM (see 7.4. above)**
- 10.2. The Society's Computer Auditor (a member appointed by the Committee) will, annually, audit the Society's computer systems, along with the hardware, software & processes needed to support them. The Computer Auditor will make recommendations to the Committee on improvements & impending costs that are needed to maintain their continuing integrity. The results of this audit will be reported to the Society's AGM (see 7.1. above)
- 10.3. The Society will have a Data Controller, appointed by the Committee, to ensure that all aspects of Data, as described within the General Data Protection Regulation (GDPR), are handled & controlled in a secure manner. This will include the maintenance of a Document Retention Register listing documents relevant to the Society, and the length of time that they are to be retained.

## **11. INSURANCE & PUBLIC LIABILITY.**

- 11.1. The committee, through the appropriate Officers, will ensure that necessary Insurance for Public Liability, Personal Accident & Society's Asset Insurance is in place & currently operable. Any groups of, or individual, members who are subject to exclusion from this Insurance will be advised, and any General Exclusions will be listed on the New Members' Information Sheet.
- 11.2. The Officers and Members of the Committee shall each be indemnified by the Society against any liability claim or demand arising from any action taken or omission in good faith by them on behalf of the Society or its Members in the administration of the Society. This includes, but is not exclusive to, liabilities incurred through protection of data as described within the General Data Protection Regulation (GDPR).

## **12. DISSOLUTION**

- 12.1. If two-thirds of the duly-qualified Members present at an AGM, or at a Special General Meeting called in accordance with the rules of the Society and expressly for the purpose of discussing the dissolution of the Society, shall decide in favour of its dissolution, the property of the Society shall be offered as a gift to such Organisation as may be thought most suitable for its preservation. All funds, if any, shall be given to such Organisations within the boundaries of Calderdale as the Members may decide upon.