



# Quaker Family History Society

Registered charity n° 1100843

# Constitution

Adopted 11 June 1994  
Amended 19 October 1996, 27 June 1998, 19 June 1999,  
9 July 2016, 8 June 2019, 5 June 2021



# Constitution

**1. NAME** The name of the Society shall be

Quaker Family History Society

**2. OBJECTS** 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 Quakers worldwide;
- b) To promote the preservation, security and accessibility of archival material;
- c) To promote and engage in educational activities including the issue of a regular journal and the publication and sale of other appropriate material;
- d) 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 for the use of Society members and 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, record offices and educational institutions;
  - v) to support the activities of the Federation of Family History Societies in its pursuit of these and similar objects.

### **3. AFFILIATION**

The Society shall be a member of the Family History Federation and shall have power to affiliate with other charitable organisations whose objects are deemed compatible and mutually supportive.

### **4. MEMBERSHIP**

- a) Membership of the Society shall be open to all persons showing genuine interest in the support of the Society's objects.
- b) Classes of membership shall be determined by the Executive Committee of the Society and may include such categories as Ordinary, Joint, Honorary and such other categories as the Executive Committee may consider appropriate.
- c) Subscriptions shall be payable at the time and at the rate determined by the Executive Committee of the Society, subject to the approval of members at a general meeting.
- d) The Executive Committee of the Society 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 to the next following Annual General Meeting of the Society or to an Extraordinary General Meeting convened in accordance with the procedure outlined in Clause 6 (b) below.

### **5. ADMINISTRATION**

- a) The Society shall be administered by an Executive Committee consisting of not more than ten members. The Honorary Officers of this Committee shall be the Chair, Vice-Chair, Secretary and Treasurer. A Quorum of the Executive Committee shall consist of four members.
- b) The Officers and other 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 should be submitted in writing to the Secretary not less than 21 days before the day fixed for the Annual General Meeting. If insufficient nominations have been received to fill the vacancies, the Chair of the meeting may, at his discretion, take nominations from the floor.

c) Co-options:

- i. If an Honorary Officer's post or another position of particular responsibility (e.g. Editor, Membership Secretary) remains unfilled, the Executive Committee shall have the power to appoint a previous holder of that post to fill that vacancy on an acting basis until the following Annual General Meeting, notwithstanding the restrictions specified in Clause 5(e) below.
  - ii. The Executive Committee shall also have the power to co-opt members to fill casual vacancies on the committee or for any other purpose, subject to the restrictions specified in Clause 5(e) below. Any such co-option shall only last until the following Annual General Meeting, at which the normal processes of nomination and election will apply.
- d) Only fully paid-up members of the Society present in person or by proxy shall be entitled to vote at the General Meeting.
- e) All Executive Committee members shall be eligible for re-election upon completion of their terms of office, but an elected member shall not serve for longer than five successive years and may not be re-elected within one year.
- f) One or more accounts examiners shall be appointed at the Annual General Meeting to carry out the account examiner duties referred to in Clause 9(d) below.

g) Meetings of the Executive Committee

- i. In this constitution the terms 'meet' and 'meeting' include a physical meeting, a video conference, an internet video facility or similar electronic method allowing simultaneous visual and audio participation, except where this would be inconsistent with any legal obligation.
- ii. The Executive Committee shall meet at least three times during the year.
- iii. Any urgent decisions that may be required between meetings may be made by email, provided all members of the committee are given the same information at approximately the same time, and any decision is approved by a majority of all of the committee members. All decisions made in this way will also be recorded in the minutes of the next ensuing

meeting.

## 6. Branches

- a) **Branches:** The Society Executive Committee shall have the power to establish branches, for the furtherance of the Society's objects. Each branch so established shall comply with and be subject to the following regulations:
- i. The branch shall act in pursuance of the said objects and of the policy of the Society and shall be subject to such conditions as may from time to time be laid down by the Society Executive Committee.
  - ii. The branch shall be deemed to have adopted the standing orders for branches as prescribed from time to time by the Society Executive Committee unless it has with the prior approval of the Society Executive Committee adopted other rules.
  - iii. All subscriptions to the Society shall be deemed to be monies of the Society, although they may be collected through branch officers.
  - iv. Representation of branches on the Society Executive Committee will be as laid down by the standing orders of the Society.
  - v. The Society shall provide funds to a branch appropriate to its size and activities. A branch may with the prior agreement of the Society Executive Committee open a bank account, which shall be run in accordance with the policy laid down by the Society. The monies in the branch bank account shall remain at all times the monies of the Society as a whole. The branch accounts must be kept in such form as may from time to time be determined by the Society Executive Committee and shall be subject to annual examination.
  - vi. All printed material, microform and other assets, however acquired, held by the branch shall be the assets of the Society.
  - vii. A branch may be suspended at any time by a resolution of the Society Executive Committee and upon suspension shall cease all operations and any assets under its day-to-day administration shall be frozen until a resolution has been

approved at the next Annual General Meeting dissolving the branch or otherwise.

## 7. GENERAL MEETINGS

- a) An Annual General Meeting shall be held during the months of June or July, when the Officers shall present their reports. Notice in writing of this meeting shall be given to members at least twenty eight days prior to the event. The notice must also contain a statement setting out the right of members to appoint a proxy under Clause 6d.
- b) An Extraordinary General Meeting may be convened at the request of the Executive Committee or at the request of fifteen members, with prior written notice furnished to the members at least fifty six days before the meeting, setting out the business to be discussed.
- c) A quorum at such an Annual General Meeting or Extraordinary General Meeting shall consist of not less than ten per cent of the membership or 15 members present in person or by proxy, whichever shall be the less. Except as specified in Clause 9 below, decisions at the meeting shall be by simple majority.
- d) **Proxy voting**
  - i. Any member of the Society may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the Society. Proxies must be appointed by a notice in writing (a "proxy notice") which:
    - states the name and address of the member appointing the proxy;
    - identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
    - is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the Society may determine; and
    - is delivered to the Society in accordance with the constitution and any instructions contained in the notice

of the general meeting to which they relate.

- ii. The Society may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- iii. Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- iv. Unless a proxy notice indicates otherwise, it must be treated as:
  - allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
  - appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- v. A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Society by or on behalf of that member.
- vi. An appointment under a proxy notice may be revoked by delivering to the Society a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given
- vii. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- viii. If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

## **8. CONSTITUTION**

- a) The Constitution can be altered or amended only at an Annual General Meeting or an Extraordinary General Meeting of the Society at which proper notice has been given and then only if the proposed alteration or amendment receives at least two



thirds of the votes of Society members present in person or by proxy and eligible to vote at the meeting, provided that no such alteration or amendment shall cause the Society to cease to be a charity at law. No alteration shall be made to Clause 2 objects (a), (b) or (c), this Clause, or Clause 9, without the prior approval of the Charity Commissioners.

- b) Proposals for constitutional amendments shall be submitted to the Society Executive Committee at least fifty six days prior to the beginning of the month in which the Annual General Meeting is to be held.

## **9. FINANCE**

- a) All income and property of the Society shall be applied solely towards the promotion and execution of the objects 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 the Society PROVIDED that nothing herein shall prevent reimbursement of reasonable and proper out of pocket expenses incurred on behalf of the Society.
- b) The Executive Committee 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) The Chair, Secretary and the Treasurer, and any other officer appointed by the Society, shall be authorised signatories, the signature of any two being required on cheques and other documents governing the finances of the Society.
- d) The Society's accounts shall be examined annually by one or more examiners. A copy of the examined accounts shall be presented to all members of the Society.

## **10. DISSOLUTION**

The Society may be dissolved by a resolution passed by not less than three quarters of those members present in person or by proxy 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.

## **11. TRUSTEES**

The Executive 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.