

# RYEDALE FAMILY HISTORY GROUP CONSTITUTION

## 1. NAME

The name of the Group shall be 'The Ryedale Family History Group' hereinafter called 'The Group'.

## 2. OBJECTS

The objects of the Group shall be:

- a. To promote and encourage the public study of family history and genealogy with particular reference to persons living in or associated with the Ryedale area.
- b. To promote the preservation, security and accessibility of archival material.

## 3. ACTIVITIES

The Group shall pursue the following activities:

- a. To hold lectures and discussions and organise visits for Group members and friends.
- b. To hold and maintain a library of printed and other works for the use of Group members.
- c. To preserve source material and transcribe and publish such material, including documents and monumental inscriptions.
- d. To pursue collaborative actions with similar societies in the interests of genealogy.
- e. To promote and to engage in educational activities, including the issue of a regular newsletter or journal and the publication and sale of other appropriate material.

## 4. AFFILIATION

The Group is not a member of nor affiliated to any other group or society. The Group may affiliate with other charitable organisations whose objects are deemed compatible and mutually supportive.

## 5. MEMBERSHIP

- a. Membership of the Group shall be open to all persons showing genuine interest in the support of the Group's objects.
- b. Classes of membership shall be determined by the Executive Committee of the Group and may include Honorary, Single and Family membership.
- c. Fully paid up Single and Family members shall have full voting rights.
- d. Subscriptions shall be payable at the time and at a rate determined by the members at a General Meeting.
- e. The Executive Committee of the Group may by unanimous vote and for good and sufficient reasons 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 Annual General Meeting of the Group or an Extraordinary General Meeting convened in accordance with the procedure outlined in Clause 7(b) below. **PROVIDED THAT** such member will have the right to be heard (accompanied by a friend) by the Executive Committee before a final decision is taken by the Executive Committee.

## 6. ADMINISTRATION

- a. The Group shall be administered by an Executive Committee consisting of not more than 12 members. The Honorary Officers of this Committee shall include Chairman, Vice-Chairman, General Secretary, Minutes Secretary, Treasurer and Membership Secretary, all of whom shall be voting members of the Group. A quorum of the Executive Committee shall consist of five (5) of those serving on the Executive Committee.
- b. The members of the Executive Committee 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

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writing to the Secretary not less than 14 days before the day on which the Annual General Meeting is to take place. If insufficient nominations have been received to fill the vacancies, the Chairman of the meeting may, at his/her discretion, take nominations from the floor.

**c.** The Executive Committee shall have the power to co-opt members to fill casual vacancies (up to the next Annual General Meeting) on the Executive Committee, as well as to invite individuals on an annual basis to undertake other tasks which are deemed to be necessary for the proper and effective administration of the Group's affairs.

**d.** All Executive Committee members shall be eligible for re-election on completion of their annual term of office.

**e.** If required by law Auditors or Independent Examiners of the Accounts of the Group shall be appointed at the Annual General Meeting to carry out the audit or examination duties referred to in clause 9(b) below.

### **7. GENERAL MEETINGS**

**a.** An Annual General Meeting shall be held during the month of July when the Officers shall present their reports. Notice in writing of this meeting and the agenda of items to be considered shall be given to members entitled to vote at least twenty-eight (28) days prior to the event.

**b.** An Extraordinary General Meeting may be convened either at the request of the Executive Committee or at the request of six (6) members with prior written notice furnished to the members at least twenty-eight (28) days before the meeting setting out the business to be discussed. A quorum at such a meeting shall consist of not less than 20% of the total membership on that day. Except as specified in Clauses 8 and 10 below, decisions at the meeting shall be by simple majority.

**c.** Only those paid-up members present shall be entitled to one (1) vote at the Annual General Meeting or an Extraordinary General Meeting.

### **8. CONSTITUTION**

**a.** Subject to the following provisions of this Clause, the Constitution may be altered only at an Annual General Meeting or at an Extraordinary General Meeting of the Group at 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 Group members present and voting at the meeting.

**b.** Proposals for constitutional amendments shall be submitted to the Executive Committee of the Group at least twenty-eight (28) days prior to the day on which the Annual General Meeting or Extraordinary General Meeting is to be held.

### **9. FINANCE**

**a.** all income and property of the Group shall be applied solely towards the promotion and execution of the objects of the Group as defined in clause 2 above, and no portion thereof shall be paid or transferred directly or indirectly in any manner to any member of the Executive Committee or Group providing that nothing herein shall prevent reimbursement of proper out-of-pocket expenses incurred on behalf of the Group or the payment of an approved fee when engaged as a speaker.

**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 Group and the matter in respect of which such receipts and expenditures take place. The Group's financial year shall commence on 1<sup>st</sup> January and accounts shall be prepared in relation to this financial year. A copy of the accounts shall be presented for approval to the members

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at the Annual General Meeting. A copy shall be made available to all Group members as soon as practicable. Where appropriate or necessary the Group's accounts shall be audited or independently examined as required by law prior to being presented to the members.

### **10. DISSOLUTION**

The Group may be dissolved by a resolution passed by not less than three quarters (75%) of those members present with voting rights at either an Annual General Meeting or Extraordinary General Meeting called by the Executive Committee following their decision that it is necessary or advisable to dissolve the Group and for which twenty-eight (28) days prior notice (stating the terms of the resolution to be proposed) has been given in writing. Such a resolution shall include instructions for the disposal of any assets held by the Group (after all debts and liabilities have been paid) such that they shall be transferred to another charitable organisation having objectives similar to those of the Group with the proviso that all data and documents be gifted to the North Yorkshire County Records Office (NYCRO).

### **11. INDEMNITY**

The members of the Executive Committee shall each be indemnified by the Group against any liability claims or demands arising from any action done in good faith by them on behalf of the Group or its Members in the administration of the Group.