

CARDIGANSHIRE FAMILY HISTORY SOCIETY/ CYMDEITHAS HANES TEULUOEDD CEREDIGION

CONSTITUTION

1. NAME

The name of the Society shall be:

Cardiganshire Family History Society/
Cymdeithas Hanes Teuluoedd Ceredigion.

2. OBJECTS

The objects of the Society shall be:

- (a) To promote and encourage the public and private study of family history in relation to the historical county of Cardiganshire.
- (b) To encourage and support those who are beginners at family history or who are researching ancestors in other areas.
- (c) To promote the preservation, security, and accessibility of archival material.
- (d) To promote and to engage in educational activities including the issue of a regular journal and the publication and sale of other appropriate material.
- (e) In furtherance of the above objects, but not further or otherwise, the Society shall have the following powers:
 - (i) to hold talks and discussions and organise visits for Society members;
 - (ii) to hold and maintain a library of printed and other works for the use of Society members and, if practicable, to extend this to interested members of the general public;
 - (iii) to help preserve source material and transcribe and publish such material including documents and monumental inscriptions;
 - (iv) to pursue collaborative actions with supportive bodies, such as other family history societies, local history societies, churches, libraries, record offices and educational institutions.

3. ACTIVITIES

When developing its programme of activities the Society will seek not only to cater for the needs of those researching their Cardiganshire ancestors, but also to provide a local focus for those researching ancestors in other areas. It will also take specific steps to encourage and support beginners.

4. AFFILIATION

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

5. MEMBERSHIP

(a) Membership of the Society shall be open to all persons or organisations 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, Family, Student and Institutional membership.

(c) Fully paid up Ordinary, Family and Student members will have full voting rights in relation to the individuals named in the membership list (and published in the Journal). Institutional membership does not confer voting rights.

(d) Subscriptions shall be payable at the time and at the rate determined by the members at a general meeting.

(e) The Executive Committee of the Society may suspend from membership any member whose actions are, in their opinion, prejudicial to the Society's interests. That suspension to become expulsion or to be set aside by the membership at the next following Annual General Meeting of the Society or an Extraordinary General Meeting convened in accordance with the procedure outlined in Clause 8(b) below.

6. ADMINISTRATION

(a) The Society shall be administered by an Executive Committee consisting of not less than five Honorary Officers, which shall include: Chairman, Secretary, Treasurer, Publications Officer and Editor of whom must be voting members of the Society. A quorum of the Executive Committee shall consist of no less than four of those serving on the 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 writing 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 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 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 Society's affairs.

(d) All Executive Committee members shall be eligible for re-election upon completion of their annual term of office

(e) If appropriate or necessary, auditors shall be appointed at the Annual General Meeting to carry out the audit duties referred to in Clause 10 (c) below.

(f) The Executive Committee is indemnified by the Society against any liabilities, claims, demands, etc, arising from any action done in good faith on behalf of the Society or its members.

7. BRANCHES

The Executive Committee of the Society shall have the power to establish branches in furtherance of the Society's objects and on such terms as the Committee shall prescribe. In the event of a branch being formed any property or funds acquired by it shall belong to the Society.

8. GENERAL MEETING

(a) An Annual General Meeting shall be held during the month of April, when the Honorary 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.

(b) An Extraordinary General Meeting may be convened either at the request of the Executive Committee or at the request of 10% of the members or 20 members having voting rights (whichever is the lesser), with prior written notice furnished to the members at least twenty-eight days before the meeting, setting out the business to be discussed. A quorum at such a meeting shall consist of not less than 10% of the total number of members resident within the historical county of Cardiganshire. Except as specified in Clauses 9 and 11 below, decisions at the meeting shall be by simple majority.

(c) Only those paid-up members present, other than Institutional members, shall be entitled to vote at a General Meeting.

(d) In the event that it is not possible to hold a face-to-face meeting in a designated place then an online 'virtual' meeting may be held.

9. CONSTITUTION

The Constitution can be altered or amended only at an Annual General Meeting or at 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 and eligible to vote at the meeting, provided that no such alteration or amendment shall disqualify the Society from being a charity at law.

Proposals for constitutional amendments shall be submitted to the Executive Committee of the Society at least fifty-six days prior to the day on which the Annual General Meeting or Extraordinary General Meeting is to be held.

10. 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 to any member of the Committee or Society providing that nothing herein shall prevent re-imbusement of proper out-of-pocket expenses incurred on behalf of the Society 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 Society and the matters in respect of which such receipts and expenditures take place.

(c) The Society's financial year shall commence on 1 January and accounts shall be prepared in relation to each calendar year. A copy of the accounts shall be presented for approval to members at the Annual General Meeting and when approved a copy shall be made available to all Society members as soon as practicable thereafter. Where appropriate or necessary those accounts shall be audited prior to being presented to the members.

11. 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 General Meeting or Extraordinary General Meeting called for the purpose and for which twenty-eight days' prior notice has been given in writing. Such a resolution shall include instructions for the disposal of any assets held by the Society (after all debts and liabilities have been paid) such that they shall be transferred to another charitable organization having objectives similar those of the Society.

12. 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.

13. LEGAL STATUS

The legal status of the Society is that of a Special Interest group operating as a voluntary organization; this status can only be changed at an Annual General Meeting or Extraordinary General Meeting.

CFHS adheres to the principles of the General Data Protection Regulations which came into force on 25 May 2018. Any data collected is only kept as long as is necessary and with the individual member's permission. Such information is not shared with any other organisation.

This Constitution was unanimously adopted at the 2022 AGM held on Zoom on the 26 April 2022, and attended by the Executive Committee and a quorum of ordinary Members of the Society.