

**ANGLO-GERMAN
FAMILY HISTORY SOCIETY**

CONSTITUTION

As approved at the AGM of the Society held on 3rd June 2000

1. NAME

The name of the Society shall be the Anglo-German 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 persons living in or associated with the present and former German-speaking parts of Europe and their immigration to the United Kingdom and the Republic of Ireland; and
- (b) to promote the preservation, security and accessibility of archival material.

3. POWERS

In furtherance of the above objects, but not further or otherwise, the Society shall have the following powers:-

- (a) to hold lectures and discussions and organise visits for Society members and interested members of the general public.
- (b) 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.
- (c) to preserve source material and transcribe and publish such material including documents and monumental inscriptions.
- (d) to pursue collaborative actions with supportive bodies
- (e) to promote and to engage in educational activities including the issue of a regular journal and the publication and sale of other appropriate material.

4. AFFILIATION

The Society shall be affiliated to the Federation of Family History Societies (Registered Charity No. 1038721) and shall have the power to guarantee its debts in the event of its insolvency up to the sum of £1. The Society may also 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 showing genuine interest in the support of the Society's objects. Application for membership will be on a prescribed form.
- (b) Classes of membership shall be determined by the Executive Committee of the Society and may include such categories as Ordinary, Joint and Honorary membership. Joint members shall be two persons both living at the same address, paying the joint membership subscription and receiving one copy of the Magazine. Honorary membership to be conferred from time to time on members or non-members who are deemed to have contributed significantly to the Society's objects as confirmed by the membership at a general meeting.
- (c) Fully paid up Ordinary and Joint members and Honorary members will have full voting rights in relation to the individuals named in the membership list (and published in the Journal).
- (d) Subscriptions shall be payable at the time and at the rate determined by the Executive Committee. Honorary members will not have to pay an annual subscription.
- (e) The Executive 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 Annual general Meeting of the Society or an Extraordinary General Meeting convened in accordance with the procedure outlined in Clause 8(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 Society shall be administered by an Executive Committee consisting of not less than six Honorary Officers which shall include: Chairman, Secretary, Treasurer and Editor, all of whom must be voting members of the Society. A quorum of the Executive Committee shall consist of four of those serving on the Committee
- (b) The members of the Executive Committee shall be elected biennially by the membership at the relevant General Meeting and their terms of office shall commence with the declaration of the election results at that Annual General Meeting. Nominations should be submitted in writing not less than 14 days before the day on which the relevant 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 at which elections are to take place) 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 required by law Auditors or Independent Examiners of the Accounts of the Society shall be appointed at the Annual General Meeting to carry out the audit or examination duties referred to in Clause 10(c) below

7. BRANCHES

- (a) 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
- (b) Each branch so established shall comply with and be subject to regulations or bye-laws approved by the Executive Committee. Such Regulations shall include provisions dealing with the maintenance of a bank account by the branch, an acknowledgment that it forms part of the Society and that it will comply with the Society's Constitution and act in pursuance of its objects
- (c) A branch may be suspended at any time by a resolution of the Executive Committee or dissolved on a resolution of the Members at a General Meeting (including an Annual General Meeting) of the Society. Such resolutions shall give directions and instructions as to the transfer of assets and responsibility for liability of the group during suspension or following dissolution as the case may be.

8. GENERAL MEETING

- (a) An Annual General Meeting shall be held during the months of May or June 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 attend and vote 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 30% of the total number of voting members of the Society or 50 voting members. 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 shall be entitled to one vote at an Annual General Meeting or an Extraordinary General Meeting

9. 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 Society 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 Society members present and voting at the meeting,

- (b) 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 Executive Committee or Society providing that nothing herein shall prevent reimbursement 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 1st April and accounts shall be prepared in relation to each year, A copy of the accounts shall be presented for approval to the members at the Annual General Meeting. A copy shall be made available to all Society members as soon as practicable. Where appropriate or necessary the Society's accounts shall be audited or independently examined as required by law prior to being presented to the members

11. DISSOLUTION

The Society may be dissolved by a resolution passed by not less than two-thirds 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 Society and for which twenty-one 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 Society (after all debts and liabilities have been paid) such that they shall be transferred to another organisation having objectives similar to those of the Society.

12. TRUSTEES

The Executive Committee may appoint not less than three persons (and not more than six persons) to be trustees for the Society to hold any property owned by it or held or to be held in trust for the Society.

13. INDEMNITY

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