

Ormskirk & District Family History Society June 2015 (Update May 2021 to Clause 5; Update May 2025 to Clause 5a)

## CONSTITUTION

1. SOCIETY (a) The NAME of the Society shall be the ORMSKIRK AND DISTRICT FAMILY HISTORY SOCIETY  
(b) The ADDRESS of the Society shall be c/o 27 Bath Springs, Ormskirk, Lancs. L39 2XP

### 2. OBJECTS

The objects of the Society shall be (a) To promote and encourage the public and private study of family history, genealogy, heraldry and local history, with particular reference to WESTERN LANCASHIRE, being an area comprising the northern parishes of the Ancient Hundred of West Derby, the southern parishes of the Ancient Hundred of Leyland, and the western parishes of the Ancient Hundred of Salford, encompassing a distance of approximately seven miles radius from Ormskirk but not confined exclusively thereto.  
(b) To promote the preservation, security and accessibility of archival material.  
(c) To promote and to 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 members of 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 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

This Society shall be a member of the Federation of Family History Societies and shall have the 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) All members renew their subscriptions on or by 1 April of each year. The membership of persons joining the Society after the 1<sup>st</sup> January shall run through to the end of the following full year of membership, ie up to 15 months.  
(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 AGM of the Society or 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 12 members. The Honorary Officers of this Committee shall be the Chairman, Vice-Chairman, Secretary and Treasurer. The Executive Committee shall meet at least three times each year and shall determine the rules and procedures to govern its own meetings and all matters relating to the running of the Society. A quorum of the Executive Committee shall consist of 5 members and must include at least one of the Honorary Officers. Meetings, including the AGM, may be held in person, digitally or by any appropriate hybrid.  
(b) The Officers shall be elected biennially 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 not less than 14 days before the beginning of the month in 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 or for any other purpose: but individuals shall be subject to any restriction specified in Clause 5(e) below.

(d) Only fully paid-up members of the Society present shall be entitled to vote at the General Meeting. (NOTE: The Executive Committee should determine specific voting rights of different classes of membership e.g. should joint/family members be entitled to one vote in total or one each.)

(e) All Executive Committee members shall be eligible for re-election upon completion of their terms of office.

(f) One or more auditors shall be appointed at the AGM to carry out the audit duties referred to in Clause 8(c)below.

(g) 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 the 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 audit.

(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 AGM dissolving the branch or otherwise.

## 6. GENERAL MEETINGS

(a) An Annual General Meeting shall be held during the month of May when the Officers shall present their reports. Notice in writing of this meeting shall be given to members at least twenty one days prior to the event.

(b) An Extra Ordinary (or Special) General Meeting may be convened by the Hon. Secretary or other Hon. Officer in the absence of the Hon. Secretary in pursuance of a resolution passed by the Executive Committee, with prior written notice furnished to all Members at least 21 days before the meeting, setting out the business to be discussed.

(c) An Extra Ordinary (or Special) General Meeting may be convened by the Hon. Secretary or other Hon. Officer in the absence of the Hon. Secretary at the written request of not fewer than 10 Members, with prior written notice furnished to Members at least 21 days before the meeting, setting out the business to be discussed. A quorum at such a meeting shall consist of not fewer than 30 members.

(d) Except as specified in Clause 9 below, decisions at an Extra-Ordinary or Special General Meeting shall be by a two-thirds majority of members attending and eligible to vote.

## 7. CONSTITUTION

The Constitution can be altered or amended only at an AGM or an EGM or SGM 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 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.

Proposals for constitutional amendments shall be submitted to the Society Executive Committee at least fifty six days prior to the first day of the month in which the AGM is to be held.

## 8. 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: providing that nothing herein shall prevent re-imbursement 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 expenditure take place.

(c) All cheques and other documents governing the finance of the Society shall be signed by the Hon. Treasurer or their appointed deputy and one of two other nominated Members of the Executive Committee.

(NOTE: It is a requirement that if the Society is a registered charity, a copy of the audited accounts must also be submitted to the Charity Commissioners, if requested.)

#### 9. DISSOLUTION

The Society may be dissolved by a resolution passed by not fewer than three quarters of those members present 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.

#### 10. TRUSTEES

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

Signed: ..... Chairman