

Sample Constitution for a One-Name Society

1. Name

The Name of the Society shall be called.....

2. Objectives

The objectives of the Society are to:

- a) Maintain an association of those interested in the origin, history, dispersion and development of the name and its variants.
- b) Promote and encourage the study of genealogy, historical distribution, biography, etymology and related topics.
- c) Promote the preservation, security and accessibility of relevant public and private archival and other material, or other media.
- d) Publish research findings and other relevant information in a Society Magazine or other appropriate publication.

In furtherance of the above objectives the Society may:

- I. Organise meetings and lectures
- II. Build up collections of books and other items
- III. Preserve, transcribe and publish source material
- IV. Collaborate with individuals, organisations, including the *Guild of One-Name Studies*, and others concerned with the topics covered in b) above
- V. Support the activities of the *Federation of Family History Societies* in its pursuit of these and similar objectives.

3. Affiliation

This Society shall be a member of the *Federation of Family History Societies* and have the power to associate with other organisations that have compatible and mutually supportive objectives.

4. Membership

- a) Membership of the Society shall be open to any individual showing genuine interest in the Society's objectives.
- b) Subscriptions shall be payable at a time and rate determined by the Society's Executive Committee subject to the approval at the Society's Annual General Meeting (AGM).
- c) The Society's Executive Committee may withdraw membership from members whose activities are considered prejudicial to the Society. A suspended member has a right of appeal at an Annual or Extraordinary General Meeting.

5. Management of the Society

- a) The Society shall be administered by an Executive Committee consisting of up to ... members, including a Chairman, Secretary and Treasurer. A quorum shall be members.
- b) The officers and other members of the Executive Committee shall be elected annually at the AGM. Nominations shall be submitted to the Secretary not less than days before the meeting takes place. If insufficient nominations have been received prior to the meeting the Chairman may accept nominations at the meeting from the floor.
- c) The Executive Committee shall have the power to co-opt additional members to fill vacancies or for some other purpose provided that the maximum number of Executive Committee members does not exceed..
- d) Only fully paid-up members of the Society may vote at a General Meeting.
- e) The AGM shall appoint an individual to independently examine the Society's accounts at the end of the Society's financial year ending on

6. General Meetings

An Annual General Meeting of the Society shall be held each year no later thanat a time and place determined by the Committee. Notice of the AGM shall be issued to all members of the Society not less than four weeks in advance specifying the business of the Meeting.

The business of the AGM shall include:

- a) a statement of the results of the ballot for Executive Committee members for the ensuing year.
- b) receipt of the Committees' report on the activities of the Society during the preceding year.
- c) receipt of the Society's statement of accounts for the year together with a report of the independent examination of the Society's accounts
- d) approval of the statement of accounts.
- e) appointment of the Independent Examiner of the Society's statement of accounts for the forthcoming year.

A Special General Meeting may be convened at the request of the Executive Committee or Members with prior written notice issued at least 56 days beforehand. A quorum at such a meeting shall be not less than% of the membership.

7. Amendments to this Constitution

The Constitution may be amended only at an AGM or an SGM provided the appropriate notice has been given. Amendments are only valid if supported by a two-thirds majority of those present.

8. Minutes

The Executive Committee shall cause to be kept minutes of all General and Executive Committee meetings, which shall include a record of those present and of all Resolutions put and the decisions made, these minutes to be kept in an agreed form. The previous two years minutes shall be available at all General and Executive Committee Meetings. The minutes shall be confirmed at the next meeting and signed by the Chairman of that meeting as correct. Copies shall be made available to all Committee members.

9. Finance

- a) All income and property of the Society shall be applied solely towards the promotion and execution of the objectives set out in Clause 2 above. No officer or member shall receive disbursements from the Society's funds unless it is by way of reasonable out-of-pocket expenses incurred on the Society's behalf.
- b) The Executive Committee, or the Treasurer on its behalf, shall be responsible for the administration of the Society's funds and assets, and for books of accounts of the Society. The Treasurer shall cause proper books of accounts to be kept with respect of all sums of money received and expended by the Society.
- c) The Society shall keep its funds at the Bank and appoint three authorised signatories, the signatures of any two being required on cheques and other documents.
- d) The Annual Accounts shall be independently examined by an individual appointed under clause 6 e)

10. Trustees

The Executive Committee may appoint not less than three people to hold property in trust for the Society.

11. Dissolution

The Society may be dissolved only at an AGM or an SGM, called for the purpose, by a resolution supported by three-quarters of those present. The resolution must specify the disposal of the Society's collections and other assets after debts and liabilities have been settled. This may involve their transfer to an appropriate organisation or institution with objectives compatible with those of the Society.