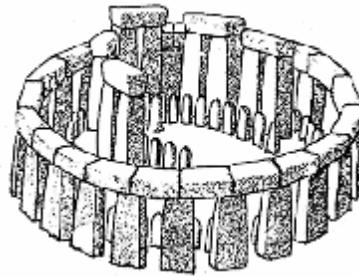


**WILTSHIRE FAMILY**

**HISTORY SOCIETY**



**MEMBERS' HANDBOOK**

**&**

**CONSTITUTION**

**YOUR MEMBERSHIP NUMBER: \_\_\_\_\_**

**Please quote this number in all correspondence to the Society.**

**Revised October 2008**

## **WILTSHIRE FAMILY HISTORY SOCIETY**

Registered Charity No. 290284

VAT Registration No. 771 1616 39

President: Michael Stone B.A.Hons., Cert.Ed., M.I.T.G.

Vice Presidents: Richard Moore, F.S.G. and John Hurley

The names and addresses of officers and Executive Committee members, and names and telephone numbers of branch secretaries, are available in the Society's journal.

Published by:

Wiltshire Family History Society,

Resource Centre,

10 Castle Lane,

Devizes, Wiltshire

SN10 1HJ

WFHS email address: [society@wiltshirefhs.co.uk](mailto:society@wiltshirefhs.co.uk)

WFHS website: [www.wiltshirefhs.co.uk](http://www.wiltshirefhs.co.uk)

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## **MEMBERS' HANDBOOK**

### **INTRODUCING WILTSHIRE FAMILY HISTORY SOCIETY**

1. The objectives of the Wiltshire Family History Society (the Society) are set out in the Society's Constitution and specifically encourage the promotion of family history, which includes Wiltshire ancestry of people worldwide and worldwide ancestry of Wiltshire's residents. A quarterly journal is published and regular meetings are held at branches throughout the county. There is an annual open day, an occasional seminar and the Society's Resource Centre is available for members to consult indexes and other resources. Advice is available from the Resource Centre or at open days and family history fairs at which the Society is represented. The Society is a member of The Federation of Family History Societies, which includes societies in every county of England and Wales and other bodies worldwide.

2. Family historians seek to build a picture of their ancestors in the setting in which they lived by using all available information. The Society consists of a friendly mixture of complete beginners and experienced family historians and gives an opportunity for all to receive encouragement in their researches.

### **ENQUIRIES AND CORRESPONDENCE**

3. Unless otherwise stated, correspondence should be sent to Wiltshire FHS, Resource Centre, 10 Castle Lane, Devizes, Wiltshire, SN10 1HJ or [society@wiltshirefhs.co.uk](mailto:society@wiltshirefhs.co.uk). However, in certain cases, administration will be simplified and correspondence dealt with more promptly if it is addressed to the officer dealing with the subject; see the journal. For example, membership correspondence should be sent to the Membership Secretary and general correspondence to the General Secretary at their addresses in the journal.

## MEMBERSHIP AND SUBSCRIPTIONS

4. As an educational charity most of the Society's facilities are available to the general public. The primary benefits of membership of the Society through annual subscription are receipt of the Society's quarterly journal, the entitlement to vote at meetings and to be eligible for election to posts at Branch and Society level. There are three categories of membership through payment of an annual subscription:

- a. **Individual.** This category confers the right to vote at Branch and Society meetings and to receive a copy of the quarterly journal.
- b. **Family.** Two or more persons living at the same address receiving one journal. The category is intended to encourage family groups to participate in the activities of the Society and to undertake research. At Branch or Society meetings when voting takes place only one member of the family may vote.
- c. **Institution.** This category allows institutions such as libraries to receive multiple copies of the quarterly journal through a single subscription.

5. Subscriptions and renewals, other than by bank standing order, must be sent to the Membership Secretary; see the journal for contact information. The annual subscription for membership is currently £12. The membership year runs from 1 April to 31 March. For renewing membership, subscriptions at the current rate must be paid within two calendar months of the start of the membership year, i.e. 31 May. Failure to do so will result in membership being suspended and the right to vote withdrawn. Failure to pay the current subscription within three calendar months, i.e. 30 June, will be taken as the member no longer wishing to be a member and the membership will be terminated. A renewal form and reminder is sent with the April journal to all members. The first journal of the membership year is, therefore, the July issue.

6. New membership subscriptions are normally backdated to the start of the current membership year, for which the full subscription is paid and journals posted, starting with the July issue. If appropriate, new members may start their membership from 1 October by forward or back dating as appropriate, pay a half rate subscription for the current year and receive the January and April journals, but they are required to pay at the same time the full membership subscription for the following year. Persons joining towards the end of the membership year may forward date their membership to the start of the next year.

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7. Members' names, addresses and subscription payment details are held on computer by the Membership Secretary. This information is used only for the Society's business of membership, accounts, banking, administration and journal distribution. It is maintained in accordance with the provisions of the Data Protection Act, 1998.

### **PAYMENTS TO THE SOCIETY**

8. All cheques for payments to the Society, for subscriptions, research, books, etc must be payable to 'Wiltshire Family History Society'. Overseas members should pay by sterling cheque drawn on a UK bank, or sterling International Money Order obtained from a local bank, or, except for research, debit/credit card via Genfair at [www.genfair.co.uk](http://www.genfair.co.uk).

### **DONATIONS**

9. The Society has funds financed by donations. The SPECIAL FUND is used for saving or preserving archival material relating to Wiltshire or for particular projects as stated in the journal and annual membership renewal forms. The PREMISES FUND is used solely to assist with the costs associated with a move to new premises or the running of existing Society premises. The Society welcomes donations, which may be sent to either the Membership Secretary or to the Resource Centre.

### **JOURNAL**

10. The Society's journal is published quarterly in January, April, July and October. It includes articles of general family history interest and information for researchers and is posted free to members. Journals to members living overseas are sent through a mailing agent and can take up to five weeks to arrive from publication.

11. The Editor is pleased to receive articles, letters, comments, photographs, illustrations and other suitable items. Address communications for the journal by email to [editor@wiltshirefhs.co.uk](mailto:editor@wiltshirefhs.co.uk) or by post to the Editor's address in the journal.

12. Copies of journals are exchanged with many other societies, providing a link with others having similar interests throughout the world. "Help Wanted" entries in the journal are free to members (membership number must be given).

13. Enquiries regarding non-receipt of journals should be sent to the Membership Secretary and not to the Editor.

## MEETINGS

14. Members and visitors are welcome at all branch meetings, where there are usually talks on family history or related topics. The Society's branches meet as follows:

**CHIPPENHAM/CALNE**, at Chippenham Museum, Market Place (entry from car park at back of Museum), second Tuesday each month, 7.15pm.

**DEVIZES**, at The Nursteed Centre, Nursteed Road, first and third Tuesday each month, 7.30pm.

**MALMESBURY**, at Le Flambe, Birdcage Walk, Malmesbury, fourth Wednesday each month, 7.00pm.

**SALISBURY**, at Wilton Community Centre, West Street, Wilton, third Wednesday each month, 7.30pm.

**SWINDON**, at Gorse Hill Community Centre, Chapel Street, alternate Thursdays, 7.15pm. See latest journal for actual dates.

**TROWBRIDGE**, at Bridge House, (side door off car park) Stallard Street, second Wednesday each month, 7.30pm.

**WESTBURY**, at the Methodist Church, Old Station Road, fourth Thursday each month, 7.30pm.

15. The above details may change over time. Up-to-date information together with programmes of branch meetings is contained in the journal and on the Society's website at [www.wiltshirefhs.co.uk](http://www.wiltshirefhs.co.uk). The journal also contains contact details of branch secretaries from whom up-to-date and any additional information may be obtained. Other societies' journals are available for loan at most branch meetings where books on family history and related topics may be purchased.

## OPEN DAYS AND SEMINARS

16. The Society holds an annual Open Day, which is an opportunity for members to meet other members and the Society's officers, seek advice, purchase books and consult the Society's indexes. A wide range of family history books and publications are for sale by the Society and other attending societies. Other organisations provide related services for members. The day is open to the general public.

17. Day seminars are held occasionally, usually based on a theme of interest to family historians. Notification of the Open Day and day seminars is published in the journal and on the Society's website.

## RESEARCH ENQUIRIES AND RESOURCES

18. Members and non-members may make requests to the Society for help with their research. Written requests should be sent to the Research Co-ordinator, c/o Resource Centre, with an SAE. E-mail requests, which must include your full postal address, should be sent to [society@wiltshirefhs.co.uk](mailto:society@wiltshirefhs.co.uk). Please include your membership number if you are a member. Where relevant, please give alternative spellings of surnames being researched.

19. A team of volunteers attend the Resource Centre one day each week to answer research enquiries using the Society's own indexes and resources and, if possible, suggest further sources. There is a charge for research of £4 for each hour, or part of an hour. The charge covers postage, photocopying and VAT costs. Research requests are dealt with in order of receipt. As all responses are sent by post the requests will not be passed to the teams until a full postal address has been received. Pre-payment is not required as an invoice will be sent with responses. The target is to respond to all requests within six weeks of receipt.

20. The Society does not carry out research on sources other than those held at the Resource Centre, examples of which are:

***Wiltshire Surnames Index***: over a million entries, and increasing as parish registers and other records are transcribed by WFHS.

***Wiltshire Friendly Society Enrolments***: an expanding stock.

***Wiltshire Censuses***: 1841–1901, with some indexes.

***Wiltshire Strays Index***: people born in Wiltshire who strayed out of the county.

***Monumental Inscriptions Index***: a record of inscriptions found in Wiltshire's burial grounds, cemeteries; available on computer.

***Non-conformist Index***: up to 1837; data from many nonconformist churches and chapels.

***Wiltshire Parish Registers***: baptisms and burials up to 1837; about 150 parishes are available and more are being transcribed.

***Goodies and Baddies***: names extracted from Wiltshire Quarter Sessions 1722–1859.

***International Genealogical Index (IGI)***: 1988 and 1992 editions.

***Marriage Licence Bonds***: for the Diocese of Sarum.

***Directories***: Kelly's, Pigot's, Slater's and Post Office.

***Wiltshire Friendly Societies***: an expanding stock.

**WFHS BOOKS & CDs:** an expanding collection covering various parishes.

**Hardback Books:** many reference volumes and biographies, including Victorian County History of Wiltshire, Wiltshire Record Society publications, Phillimore's Wiltshire Magazines.

**National material:** includes 1881 Census, Soldiers Died in the Great War, Mormon's Vital Records Index, National Burial Index and Owners of Land 1837.

21. Many of the above records and more are for sale in printed form, or on fiche or CD. Lists are available from the Resource Centre.

### **MEMBERS' RESEARCH INTERESTS**

22. Members' Research Interests are surnames in specific locations, in or out of the county, being researched by members of the Society. A form for submitting surname interests is supplied as part of the New Members' Pack. Interests submitted by members will be kept in a computer database and will be published:

- a. In the next available journal, with the member's name, postal address, and e-mail address if relevant.
- b. On the Society's website. The surname interests and membership number only will be included on-line.

23. Forms not completed on joining, or requests for amendments, additions or deletions should be sent at a later date to the Members' Interests Secretary (by post c/o Resource Centre or by email – see Members' Interests section on website). On first submission a maximum of sixteen names per member may be included in any one issue of the journal. Amendments and changes will not be published in the journal, but will be included in the next available quarterly website update.

24. The Members' Interests Secretary will respond to requests about surname interests and supply the relevant member's name, postal and email address (where known) to an enquirer. It is up to the enquirer to contact the society's member concerned.

### **TRANSCRIBING**

25. The transcribing of Parish Registers and other records is a continuing process carried out by volunteer members at the Wiltshire & Swindon History Centre, Chippenham, on Friday from 9.30am and occasionally at other times. Members are invited to join the team where

## Members' Handbook and Constitution

advice on reading old documents is given. Telephone 01380 722893 for details.

### **PUBLICATIONS; BOOKS, FICHE AND CD SALES**

26. The Society has an extensive range of its own publications, in books, on fiche and on CD, such as transcriptions of baptismal and burial registers and many other indexes and documents. A large selection of other family, local and social history books is also stocked. Price lists are sent out annually with the journal. Lists are also available from the Resource Centre. Please enclose a suitable SAE.

27. Publications may also be purchased through GENFAIR, an on-line family history fair. Payment is by credit or debit card only. GENFAIR is at [www.genfair.co.uk](http://www.genfair.co.uk) and serves an ever-increasing number of family history societies. Full details of its operations are set out within the site.

### **RESOURCE CENTRE**

28. The Society's Resource Centre holds copies of many records and indexes together with a reference library. There is a microfiche reader-printer, a photocopying service and many resources in computer files. A computerised catalogue of the Centre's resources is available for use in the Resource Centre.

29. The Resource Centre is available to members and non-members who wish to carry out their own research. Access is free. Prior booking is essential. Please contact the Resource Centre Manager, c/o Resource Centre, or [society@wiltshirefhs.co.uk](mailto:society@wiltshirefhs.co.uk)

### **PROFESSIONAL RESEARCH**

30. The Society is unable to provide members with names of paid researchers. Enquiries of this nature, for Wiltshire, should be addressed to the Wiltshire and Swindon History Centre, Chippenham (see below).

### **WILTSHIRE AND SWINDON HISTORY CENTRE**

31. The Wiltshire and Swindon History Centre (WSHC) at Chippenham includes the Wiltshire and Swindon Archives (formerly the County Record Office), the County Local Studies Library and Wiltshire Buildings Records; all previously at Trowbridge.

32. The Archives provide access to written and visual records left behind by Wiltshire and Swindon people from the 12th century to the present day. These records can be used for family history as well as associated kinds of historical research such as house and local history.

There is no appointment system but you are advised to check for temporary closure and the availability of documents. Please take some form of identification that includes your name and current address.

33. The County Local Studies Library has a range of resources useful for family historians, including the births, marriages and deaths of the General Register Office Index for the period 1837-1950.

34. The WSHC is at Cocklebury Road, Chippenham, Wilts SN15 3QN; telephone 01249 705500. For the website follow links from [www.wiltshire.gov.uk/leisure-and-culture/heritage.htm](http://www.wiltshire.gov.uk/leisure-and-culture/heritage.htm). Opening hours: Tuesday to Saturday, 9.30am–5.30pm.

### **WILTSHIRE ARCHAEOLOGICAL & NATURAL HISTORY SOCIETY**

35. The Wiltshire Heritage Museum and Library, owned by the Wiltshire Archaeological & Natural History Society (WANHS), houses a large selection of books and other deposited material on local history; much of it is unique to this library. Material includes bound original copies of the Wiltshire Gazette and Herald from 1819-1982. The Wiltshire FHS is an institutional member of WANHS, which permits the free entry of up to three Wiltshire FHS members at any one time. Address: 41 Long Street, Devizes, Wiltshire, SN10 1NS; telephone 01380 727369.

### **SWINDON LOCAL STUDIES & FAMILY HISTORY LIBRARY**

36. The collection of the Swindon Local Studies and Family History Library includes local maps, books, leaflets, ephemera, photographs, directories, periodicals and free access to Ancestry.com for library members. The microfiche/film collection includes:

**Local:** census returns with place & surname finders, parish registers, electoral rolls 1832-1900 (1945 to date in hard copy), bishops' transcripts, Methodist circuit registers (some printed) and newspapers including the Swindon Evening Advertiser (complete).

**National:** GRO indexes 1837-1999 for England & Wales and overseas and military, IGI, The Times (1785 to date) with index.

37. Microfiche/film readers should be pre-booked. Address: Regent Circus, Swindon SN1 1QG. Telephone: 01793 463238. Opening hours: Monday to Friday 9.30 am - 7.00 pm, Saturday 9.30 am - 4.00 pm, Sunday 11.00 am - 3.00 pm.

# **THE CONSTITUTION OF WILTSHIRE FAMILY HISTORY SOCIETY**

2008

Registered Charity No. 290284 VAT Registration No. 771 1616 39

## **1. NAME**

The name of the Society shall be Wiltshire Family History Society.

## **2. OBJECTIVES**

The objectives 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 Wiltshire.
- b. To promote the preservation, security and accessibility of archival material.

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

- i. To hold lectures and discussions and organise research visits for the Society's members and interested members of the general public.
- ii. To hold and maintain a library of printed and other works for the use of the Society's members and interested members of the general public.
- iii. To preserve, transcribe and publish original source materials, including documents and monumental inscriptions.
- iv. To pursue collaborative actions with similar societies and with established supportive bodies such as churches, libraries, record offices and educational institutions.
- v. To promote and to engage in educational activities including the issue of a regular journal and the publication and sale of other appropriate material.
- vi. To support the activities of The Federation of Family History Societies (Registered Charity No. 1038721) in its pursuit of these and similar objectives.

### **3. MEMBERSHIP AND AFFILIATION**

This Society shall be a member of The Federation of Family History Societies (Registered Charity No. 1038721) and may affiliate with other charitable organisations whose objectives are deemed compatible and mutually supportive.

### **4. MEMBERSHIP**

- a. Membership of the Society shall be open to all persons having an interest in the support of the Society's objectives.
- b. Classes of membership shall be determined by the Executive Committee of the Society and may include such categories as:
  - i. Individual Membership; includes Overseas Membership.
  - ii. Family Membership; limited to persons at one address.
  - iii. Institutional Membership.
  - iv. Honorary Membership.
- c. Members may vote at General Meetings of the Society providing their subscriptions are fully paid by twenty-eight days prior to the meetings, the dates of which shall be announced in the Society's journal, or by post (see Clauses 7b and 7c). Family membership confers one vote per family. Institutional membership does not confer voting rights. Honorary membership is conferred by the Society's Executive Committee to a member and is a subscription free life membership with voting rights.
- d. Subscriptions shall be payable at the date and at the rate determined by the Executive Committee.
- e. A member may be removed from membership by a resolution of the Executive Committee if it is in the best interests of the Society that his or her membership is terminated. The member has the right of appeal to a General Meeting of the Society. A resolution to remove a member from membership may only be passed if:
  - i. The member has been given at least twenty-one days' notice in writing of the meeting of the Executive Committee at which the resolution will be proposed and the reasons why it is to be proposed.
  - ii. The member or, at the option of the member, the member's representative, who need not be a member of the Society, has been allowed to make representation to the meeting.

## **5. ADMINISTRATION**

a. The Society shall be administered by an Executive Committee. The members of that committee are also Trustees of the Society with the responsibility of ensuring that the Society complies with charity law and the requirements of the Charity Commission as regulator.

b. The membership of the Executive Committee will comprise six members elected at a General Meeting of the Society, normally the Annual General Meeting (hereinafter known as the AGM) and a representative from each of the Society's branches. The term of office of all Executive Committee members shall commence with the declaration of the results at the Society's AGM.

c. Only fully paid-up members of the Society, at the closing date of nominations, may be elected to the Executive Committee. Nominations shall be submitted in writing to the General Secretary of the Society (or other such person as the Executive Committee of the Society may decide from time-to-time), not less than fourteen days before the date on which the Society's General Meeting is to take place.

d. Branch representatives are fully paid-up members of the Society elected by each of the Branches of the Society at their respective meetings, normally their AGMs. Each Branch may elect one representative. Nominations shall be submitted in writing to the Secretary of the Branch before the Branch meeting is to take place.

e. The Executive Committee shall elect, from within its number, Officers of the Society e.g., Chairman, Vice-Chairman, General Secretary, Membership Secretary, or such other officers as it may decide from time to time. The term of office of all Executive Committee members shall commence with the declaration of the election results of the Branches and of the Society at the Society's General Meeting designated for this purpose. All Executive Committee members shall be eligible for re-election at a Society General Meeting or Branch meeting.

f. The Executive Committee shall have the power to elect eligible members of the Society to be members of the Executive Committee in order to fill vacancies on the Executive Committee that may occur between General Meetings of the Society, up to a maximum of six plus the number of Branch elected representatives. The Executive Committee may also co-opt from time to time persons to act in an advisory role at meetings of the Executive Committee. Such persons shall not be entitled to vote at any meeting of the Executive Committee.

g. If a member of the Executive Committee is absent for more than fifty percent of the meetings of the Executive Committee in any consecutive twelve-month period the Executive Committee may decide to remove such member from the Executive Committee.

h. If an elected Branch representative cannot attend a particular Executive Committee meeting, the electing Branch may authorise another person to attend the meeting as a temporary spokesperson on behalf of the Branch, but that person shall not be entitled to vote on any motion before the Executive Committee. Should, for whatever reason, a Branch elected representative cease to be a member of the Executive Committee between that Branch's AGMs, the Branch may elect a replacement. This replacement will become a member of the Executive Committee.

## **6. BRANCHES**

a. The Executive Committee of the Society shall have the power to establish branches in furtherance of the Society's objectives and on such terms as this 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 approved by the Executive Committee. Such regulations shall include provisions dealing with the maintenance of all Branch funds and an acknowledgment that the Branch forms part of the Society and that it shall comply with this Constitution and act in pursuance of its objectives.

c. A Branch may be suspended or dissolved by a resolution of the Executive Committee or dissolved on a resolution at a General Meeting of the Society. Such resolutions shall give directions and instructions as to the transfer of assets and responsibility for liability for the group during suspension or following dissolution as the case may be.

d. Each Branch shall hold an AGM at which it elects its representative for the Society's Executive Committee. The Branch Secretary shall ensure that the date of such meeting is published in advance in the Society's journal. This meeting shall be held prior to the Society's General Meeting at which elections are to take place. All decisions at Branch meetings shall be by a simple majority. Voting by proxy is not allowed.

e. No member of the Society may vote for more than one Branch Representative in the period between two consecutive Branch AGMs, except that which is provided for in Clause 5(h).

## **7. MEETINGS**

- a. The Society shall hold General Meetings, which shall be either AGMs or Extraordinary General Meetings (hereinafter referred to as EGM). An AGM shall be held once in each financial year and within six months of the end of the Society's financial year when the Trustees shall present their report and accounts on the preceding year and elections take place. Notice of this meeting shall be given to the membership with prior written notice of the business to be discussed at least twenty-eight days prior to the meeting by post or in the Society's journal. Clause 4(c) defines members who are entitled to vote at an AGM.
- b. An EGM may be convened by the Executive Committee or at the request of twenty-five members with prior written notice of the business to be discussed notified to the membership by post or in the Society's journal at least twenty-eight days before such meeting. Clause 4(c) defines members who are entitled to vote at an EGM.
- c. Except as specified in Clauses 8 and 11 decisions at meetings shall be by a simple majority. Voting by proxy is not allowed.
- d. If at any meeting the result of a vote is equal the member chairing the meeting may use a casting or second vote.
- e. At an Executive Committee meeting a quorum shall be fifty per cent plus one, to the nearest higher whole number, of the current members of the Committee entitled to vote. At an EGM of the Society a quorum shall be ten per cent of the Society's membership or fifty members whichever is the lesser. At an AGM of the Society a quorum shall be ten members entitled to vote.
- f. All committees and work groups shall be approved and governed by the Executive Committee, to which they will regularly report in writing on their activities.

## **8. CONSTITUTION**

- a. Notification of proposed amendments to this constitution, together with notice of the General Meeting to deal with the proposed amendments, shall be given to the membership by post or in the Society's journal. No alteration or amendment shall be made to the constitution that would cause the Society to cease to be a charity in law. The constitution shall be amended only if three-quarters of members entitled to vote attending the meeting vote for such amendment.
- b. Proposals for amendments to this constitution shall be submitted to the Executive Committee at least fifty-six days prior to the day on which

the AGM or EGM is to be held. Voting may be by show of hands and the chairman shall have a casting vote or a second vote.

c. The Executive Committee shall send to the Charity Commissioners a copy of any amendments under this clause as soon as practicable.

## **9. FINANCE**

a. The income and property of the Society whencesoever derived shall be applied solely towards the promotion and execution of the objectives of the Society as defined in Clause 2 above and no portion thereof shall be paid, transferred directly or indirectly in any manner by way of profit to any member of the Executive Committee or the Society. This rule shall not prevent the payment in good faith of reasonable and proper repayment of out-of-pocket expenses incurred by a member on behalf of the Society.

b. The Executive Committee shall have the power subject to any consents required by law to sell, lease or dispose of all or any property of the Society.

c. The Executive Committee shall have the power subject to any consents required by law to borrow money and to charge all or any part of the property of the Society with repayment of the money so borrowed.

d. The Executive Committee shall have power to employ such officers as are necessary for the proper pursuit of the Society's objectives. Such officers shall not be members of the Executive Committee, but may be members of the Society.

e. The Executive Committee shall cause proper books of account to be prepared 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. The Society's Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Charity Commission.

f. The Executive Committee must comply with their obligations under the Charities Act 1993, and any subsequent Charities Act, with regard to:

- i. the keeping of accounting records for the Society;
- ii. the preparation of annual statements of account for the Society;
- iii. the preparation of an annual report and its transmission to the Charity Commission;
- iv. the preparation of an annual return and its transmission to the Charity Commission.

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g. At least once each year the Society's accounts shall be independently examined and presented in accordance with the requirements of the Charity Commissioners.

h. A copy of the accounts shall be presented for approval to the members at the AGM and a copy shall be made available to all members of the Society as soon as practicable.

### **10. PRESIDENT AND VICE-PRESIDENTS**

a. The Executive Committee shall have power to invite such members of the Society as it shall think fit to be President and up to five members to be Vice-Presidents. The Executive Committee shall recommend to the members at an appropriate General Meeting such person or persons who consent to their nominations.

b. The position of President and Vice-President shall be honorary and carry honorary life membership. The President and Vice-President shall not be members of the Executive Committee. They shall be entitled to receive notice of and to attend, speak and vote at General Meetings of the Society. The President or a Vice-President in the absence of the President shall chair General Meetings.

c. The President and Vice-Presidents shall hold office until the conclusion of the appropriate General Meeting following the sixth anniversary of his or her becoming President or Vice-President and shall be eligible for immediate re-election for another term of six years.

d. The President or Vice-President may be removed by members voting on a resolution at an appropriate Society General Meeting, normally the AGM.

### **11. DISSOLUTION**

The Society may be dissolved by a resolution passed by not less than three-quarters of those members with voting rights present at either an AGM or an EGM called for the purpose and for which twenty-eight days prior notice has been given to the membership in writing. Such a resolution shall give instructions for the disposal of the assets held by the Society to another charitable institution having objectives similar to those of the Society after all debts and liabilities have been paid.

### **12. HOLDING TRUSTEES**

The Executive Committee may appoint not less than three persons to hold any property held by or in trust for the Society.