



Alde Valley Suffolk Family History Group

INTRODUCTION

The aim of Alde Valley Suffolk Family History Group is to promote the study of family history in the Alde Valley in particular, but also to provide support and help for those wishing to trace their family history elsewhere.

As a Family History Group, it will not only interest members who wish to research their local family history but also those with a wider interest in the subject now living in the Alde Valley but whose ancestors are from out of the area.

RULES

1. The name of the group shall be Alde Valley Suffolk Family History Group (AVSFHG).
2. The aim of the group shall be to promote the study of family history.
3. Membership shall be open to everyone who has an interest in Family History, (wherever they live) upon payment of such subscriptions and joining fee as shall be determined by these rules and the completion of an application form for approval by the committee.
The membership secretary, in consultation with any other committee member shall have power to accept an application if a committee meeting is not imminent.
The Committee may propose that Honorary Membership be conferred upon any member or non-member, such proposal to be approved by the Members at a General Meeting. An honorary Member shall be exempt from the requirement to pay any subscription or joining fee.
4. There will be an annual subscription for an individual, and an annual subscription covering all those living at the same address, and a lesser amount per person per month for those joining part way through the year. The rates of subscription shall be determined by the members at a General Meeting. The committee may recommend to the AGM the rates of subscription for the following year.
5. The committee shall consist of the officers of Chairman, Secretary, Membership Secretary and Treasurer and up to 10 other members, elected annually at an Annual General Meeting (AGM). The committee shall have the power to co-opt other members to serve for that term. Co-opted members shall have full committee rights.
At a committee meeting, a quorum shall be three or 50% of the membership of the committee, whichever is the greater. A quorum shall contain at least one from the post of Chairman, Secretary, Membership Secretary and Treasurer.
6. The group's year shall be the calendar year and the AGM shall be held on or before the last day of April, when the treasurer will present examined accounts for the previous year. At the AGM a chairman's and secretary's report shall also be presented.
The agenda for the AGM shall be sent out to members at least three weeks beforehand. That notice, being sent to the last known address of the member shall be deemed as the given notice. If a member has supplied an email address, such notice, and any other correspondence, may be sent to that email address, unless the member has requested otherwise.
A quorum at the AGM shall be 10 members including those present by proxy.
7. The treasurer will maintain a bank account. Cash in hand not to exceed £50. Cheques to be signed by the treasurer and one other person. The treasurer and up to three committee members elected by the committee shall be designated as signatories. Signatories shall not be related or partners. In the event of the treasurer not being available, and provided the committee agree, two of the nominated signatories shall be empowered to sign cheques.
8. The group will promote the collection of records related to family history in the Alde Valley Suffolk in particular but also from a wider area for the use of members. The committee may purchase equipment as they see fit to enable members to access family history records and databases.
9. The Committee may recommend to the AGM any change to the rules it considers appropriate. Any change or new rule that a member wishes to raise at the AGM or Emergency General Meeting (EGM) must be submitted to the secretary at least 6 weeks before the AGM. Any such resolution



must be supported by at least 3 members (including the Proposer). [added 15.4.19].
An EGM may be called at the request of the committee or at least 10 members.

10. All voting with the exception of rule changes to be on a straightforward majority of those who vote. Any rule change to be supported by at least 2/3rds of the members who vote. In the event of a tie the chairman shall have a casting or 2nd vote.
11. A decision of the AGM or Emergency General Meeting shall be binding on all members.
12. A member may be expelled from the group by the committee for conduct considered to be unbecoming of that expected from a group member. This expulsion can only take place after the member has received a warning in writing of the reasons and been given the opportunity to respond and efforts have been made to resolve the problem. If that action fails the committee will confirm the expulsion of the member. Such member then forfeits all rights to membership. The member will have the right of appeal with a supporter if required to the next General Meeting - AGM or EGM.
13. The committee will endeavour to arrange events that they believe will be of interest to members and to provide facilities so that members can access the records held by the group.
14. In the event of the group being wound up the assets held by the society shall be passed to a Suffolk-based charity that the committee may decide.
15. The Society agrees to seek affiliation or membership of appropriate bodies with similar objectives and in particular to become a member of The Federation of Family History Societies (FFHS) and to pay the subscription applicable to their category of membership when it falls due. It also agrees to guarantee to pay the FFHS an amount of up to ONE POUND (£1) if the FFHS is wound up or goes into insolvent liquidation whilst the Society is a member or for up to 12 months after it has resigned or ceased to be a current member of the FFHS.

As approved at IGM Tuesday 8th April 2008
Amended 12th July 2011
Amended 16th April 2012
Amended 15th April 2013
Amended 20th April 2015
Amended 24th April 2017

(Signed)
Diana Mann, Chairwoman, Alde Valley Suffolk Family History Group