

CAMBRIDGESHIRE RECORDS SOCIETY

CONSTITUTION

As revised at AGM 2021 with further amendment to clause 4(iv) at AGM 2022

1 The name of the Society shall be the Cambridgeshire Records Society hereinafter called "The Society".

2 The object of the Society shall be the advancement of public education in the history of the former administrative counties of Cambridgeshire, the Isle of Ely, and Huntingdonshire and neighbouring areas through the publication of transcripts, abstracts and edited texts of documentary sources relating to such history.

3 Membership

(i) The annual subscription shall be determined from time to time by an Annual General Meeting of members of the Society. Any member more than two years in arrears shall be removed from the books.

(ii) Each member shall receive one copy of each publication issued while they are in membership and be allowed to purchase further copies at a rate to be determined by the Committee elected in accordance with Clause 4 of the Constitution.

(iii) Copies of publications shall be sold to non-members at a rate to be determined by the Committee.

(iv) Membership shall be open to all interested individuals and to libraries, schools and other institutions, businesses or corporations on subscription, who shall each be entitled to one vote at the Annual General Meeting.

4 Management

(i) The management of the Society shall be vested in a Committee to be elected by the Annual General Meeting and whose members shall be the officers as specified in Clause 5 (iii) up to eight ordinary members of the Society and others appointed under sections (ii), (iii), and (iv) below.

(ii) one representative of the Cambridge Antiquarian Society appointed annually.

(iii) one representative of the Cambridgeshire Association for Local History and one representative of the Huntingdonshire Local History Society, appointed annually.

(iv) one representative of the Cambridgeshire County Archives service, one of a relevant department of Cambridge University Library and one representative of Cambridge College Archivists.

(v) The Committee shall have power to co-opt non-voting members and to form Sub-Committees.

(vi) The Committee shall meet at least once in the year; notice of the meeting and an agenda shall be circulated by the Secretary at least 7 days in advance.

(vii) Seven members shall form a quorum.

(viii) The Committee shall approve the choice of material and of editor for each publication.

(ix) Cheques shall be signed by the Honorary Treasurer and investments made by the Committee on the advice of the Honorary Treasurer.

5 Control

(i) An Annual General Meeting shall be held to receive and consider the Committee's annual report and accounts, elect officers and ordinary members of the Committee, appoint an auditor/independent examiner, if necessary to review the amount of the annual subscription and transact any other business.

(ii) A President shall be nominated by the Committee and elected at an Annual General Meeting, and shall act as an ambassador and figurehead for the Society, provide advice as he/she deems helpful, and preside at Annual General Meetings. Vice-presidents may be nominated and elected similarly to honour those who have given exemplary service to the Society.

(iii) The Officers shall comprise a Chairman of the Committee, an Honorary Secretary, an Honorary Editor and an Honorary Treasurer, nominated by the Committee and elected at the Annual General Meeting.

(iii) At least 14 days prior to the Annual General Meeting the Honorary Secretary shall send out to all members an agenda and notices of the time and place of the Annual General Meeting and a copy of annual report and accounts

(iv) Accounts shall be audited/independently examined annually and presented to the Annual General Meeting.

(v) The Annual General Meeting shall have the power to amend the Constitution providing that notice of such proposed amendment has appeared on the circulated Agenda and providing also that no such amendment shall have the effect of altering the overall objectives of the Society.

(vi) Any amendment to the Constitution shall require a two-thirds majority of members present and voting.

(vii) All decisions of the Annual General Meeting other than those relating to the amendment of rules shall be taken by a simple majority vote of members present.

(viii) The Committee shall have power to call a Special General Meeting at a specified time and place upon at least fourteen days' notice.

6 Dissolution

(i) The Society can only be dissolved by the Annual General Meeting and by a Resolution subject to the regulation 5 (v) applying to the amendment of the Constitution. In the event of the Society being dissolved for any purpose all assets remaining after settlement of debts and liabilities shall be given to some other charitable body having objects similar to those of the Society or to such other charitable purposes as shall be decided by the Annual General Meeting that adopts the resolution to dissolve the Society.