

# **INTERNATIONAL RELF SOCIETY CONSTITUTION**

1. **NAME:** The name of the Society shall be '**International Relf Society**'.
2. **OBJECTIVES:** The objectives of the International Relf Society are to:
  - a. Maintain an association of those interested in the original, history, dispersion and development of the name **RELF** and its variants.
  - b. Promote the preservation, security and accessibility of relevant public and private archival and other material.
  - c. Foster the study of **RELF** genealogy, etymology, biography and related topics.
  - d. Publish research findings and other related information in the society magazine or other appropriate media.
3. **ACTIVITIES:** In furtherance of the above Objectives the Society may:
  - a. Organise meetings and lectures.
  - b. Collect books and other items.
  - c. Preserve, transcribe and publish, in co-operation with others if necessary, source material.
4. **AFFILIATION:** The Society shall be a member of the Guild of One Name Studies and a member of the Federation of Family History Societies if it is in the interest of the Society, and shall associate with other organisations having compatible and supportive objectives as necessary.
5. **MEMBERSHIP:**
  - a. Full and Associated Membership is open to all persons showing a genuine interest in the Society's Objectives. Associated Members must reside at the same address as a Full Member and have the same rights but do not receive copies of the Society magazine in return for their subscription.
  - b. Subscriptions shall be payable at a time and rate determined by the Executive Committee subject to approval at the Society's Annual General Meeting.
  - c. The Executive Committee may refuse or withdraw membership at any time for any reason; a person so refused or withdrawn may appeal to an Annual or Extraordinary General Meeting.
6. **ADMINISTRATION:**
  - a. The Society shall be administered by an Executive Committee consisting of the following:
    - i) Chairman
    - ii) Secretary
    - iii) Treasurer
    - iv) Project Co-ordinator
    - v) Society's Representative to FFHS and GOONS
    - vi) National Co-ordinators for Society's affairs in countries outside the UK.
    - vii) RO – variants Co-ordinator (Rocco)

Decisions referred to the General Committee will normally be by post and a simple majority shall suffice. Individual Committee members are empowered to make decisions without consulting others with the agreement of the Chairman; if the Chairman does not agree, the matter is to be referred to the full Committee. Any Committee member can insist that a matter be referred to the full Committee by putting his demand in writing to the Chairman who must comply.

- b. Committee Members shall be elected annually at the AGM. Nominations shall be submitted to reach the Secretary not less than 14 days before the meeting. If insufficient nominations have been received, the Chairman may accept nominations at the meeting.
- c. The Chairman is empowered to co-opt additional members to fill casual vacancies or for some specific purpose subject to ratification at the next AGM or EGM.
- d. Only fully paid up members, Full or Associate, may vote at an AGM or EGM or sit on the Committee.
- e. The Committee, subject to ratification at the next AGM may invite persons to accept miscellaneous, non-executive appointments within the Society as follows:
  - i) PATRONS: Prominent persons, not necessarily members of the Society, but who support its Objectives, may be invited to become Patrons of the Society. Patrons may receive all benefits of membership, including attendance at Meetings, but may not vote unless also a member of the Society. There are to be no more than two Patrons. Once appointed, Patrons can only be dismissed by resolution passed at an AGM or EGM.
  - ii) PRESIDENT: As recognition for exceptionally valuable services to the Society, a member who does not already hold an executive appointment within the Society, may be appointed as President. The President may attend all meetings and has full rights as a member of the Executive Committee. The President must pay subscriptions in the same way as an ordinary member. Once appointed, the President can only be dismissed by resolution passed at an AGM or EGM.

## 7. GENERAL MEETINGS

- a. An Annual General Meeting (AGM) shall be held each year when an account of the Society's activities and finances shall be presented and members may raise matters of relevance. Notice of the AGM shall be given at least 28 days beforehand. Normally the AGM will be combined with a RELF Reunion for convenience and the date and place of the next Reunion will be decided at the previous AGM.
- b. An extraordinary General Meeting (EGM) may be convened at the request of the Executive Committee or 10% of the members with prior written notice issued at least fifty-six days beforehand. A quorum shall be not less than 33% of the membership.

- 8. **AMENDMENT TO THIS CONSTITUTION:** The Constitution may be amended only at an AGM or EGM and is only valid if supported by at least two thirds of those present.

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 expenses incurred on the Society's behalf.
- b. The Executive Committee shall maintain proper account books recording all sums of money received and expended by the Society.
- c. The Society shall keep its funds in a bank chosen by the Treasurer subject to the approval of the Chairman. There shall be two signatories on Society cheques and other documents relating to Society finances. For emergency purposes two other member of the Executive Committee, not related to the Treasurer, are to be similarly empowered.
- d. A qualified person approved by the Chairman shall be appointed at the AGM to audit the Society's accounts at the end of each year and present a report to the next AGM.

10. **PROPERTY:** The Executive Committee may appoint a person or persons to hold property in trust for the Society.
11. **RESEARCH:** Research, on behalf of the Society, must be approved in advance, in writing, by both the Projects Co-ordinator and the Treasurer. Expenditure on such research is not to exceed £25 on any one project; total expenditure authorised for such purposes is not to exceed £100 in any accounting year without the additional authority in writing of the Chairman of the Executive Committee.
12. **DISSOLUTION:** The Society may be dissolved only at an AGM or and EGM, called for the purpose, by a resolution supported by at least three quarters of those present. The resolution must specify the disposal of assets, property as well as financial, after debts and liabilities have been settled.
13. **ARCHIVES:** To be kept for use by the membership and remain the property of the Society. An updated catalogue of the holding should be presented at the AGM.
14. **RATIFICATION:** The above Constitution was ratified by at least two thirds of the members present at an Annual General Meeting of the International Relf Society held at Ashburnham Place, Sussex, 23<sup>rd</sup> September 1995.