

## ROATH LOCAL HISTORY SOCIETY

### CONSTITUTION AND RULES

No. 1

The Society shall be called the “Roath Local History Society”.

No. 2

The object of the Society is to promote, encourage and maintain an active interest in, and research into, the local history on any area or subject, but with particular reference to the Ecclesiastical Parish of Roath.

No. 3

Every member of the Society shall have the right to vote at any General Meeting.

No. 4

The Society shall be managed by a Committee (the Management Committee) consisting of (1) Officers being the Chair, Vice Chair, Honorary Secretary, Membership Secretary, Treasurer, Programme and Events Organiser, Website Manager, and Research Organiser and (2) a number of non officers.

All members of the Management Committee shall be elected at an Annual General Meeting. Officers will be elected for three years and serve until the end of the third A.G.M. after being elected.

Committee Members who are not Officers shall be elected annually and shall serve until the end of the AGM the following year.

A Minute Secretary will be elected annually, either from the Committee or the General Membership. It is left to the individual Minute Secretary to choose whether they wish to take a full participatory role on the Committee, or solely record and transcribe the Minutes.

No. 5

The Management Committee shall meet on at least three occasions each year and shall have power to:

- a. make arrangements for the activities of the Society;
- b. carry out the general management of the Society; control expenditure and acquire material considered necessary for the Society’s activities;
- c. appoint and create such posts as it deems necessary;
- d. fill any vacancy occurring during the year until the next Annual General Meeting;
- e. form sub-committees with such powers as it thinks fit;
- f. set subscription rates for ratification by the membership at a general meeting.

No. 6

The Annual General Meeting will take place within 12 weeks of the end of the Society’s financial year. The agenda for the meeting will be circulated at least 2 weeks before the A.G.M.

No. 7

The Chairman and Vice-Chairman shall be respectively Chairman and Vice-Chairman of Committee and General Meetings. If both are absent, the numbers present shall, before any other

business is transacted, choose one of their number to preside at the meeting. The Chairman, or acting Chairman, shall have the casting vote.

No. 8

The Constitution and Rules may be amended only at a General Meeting. Notice of any proposed amendment(s), put forward by the Management Committee or signed by a proposer and seconder from the general membership must be given in writing to the Secretary one month prior to such a meeting. The draft of any proposed amendment shall be sent to every member with the Agenda.

No. 9

A quorum for a General Meeting shall be seven members and for a Committee Meeting five members.

No. 10

A meeting of the Management Committee may be called by the Chairman or, in writing, by any three Committee members. A General Meeting may be called at the request of three members of the Committee, or six members of the Society, in writing to the Secretary.

No. 11

The financial year of the Society shall commence on 1st. August and the Treasurer shall prepare an annual Income and Expenditure Account and submit the account, duly audited, at the Annual General Meeting.

No. 12

An Auditor, not being a member of the Management Committee, shall be appointed at the Annual General Meeting to audit the books of the Society.

No. 13

There shall be a membership subscription of £10.00 per. person, per. annum., due in September.

No. 13A

The Management Committee shall have the power to confer an Honorary Life Membership or Presidency upon a person who it considers has made a significant contribution to the success of the Society.

No.14

Any matter not provided for in the Constitution and Rules shall be dealt with by the Management Committee and presented at the Annual General Meeting for ratification.

No. 15

All research material belonging to the Society will be held in the custody of the person(s) appointed by the Management Committee for the purpose.

No. 16

In the event of the termination of the Society all remaining assets shall be passed to a Society or Societies having similar objectives at the discretion of the remaining members at a General Meeting.

*November, 2021*