

Oxfordshire Record Society

Founded 1919

Registered Charity No. 209808

Faculty of History, Old Boys' High School,
George Street, Oxford, OX1 2RL

Constitution

1. The Society shall be called the **Oxfordshire Record Society**.
2. The object of the Society shall be to publish and distribute records relating to the history of the County of Oxfordshire.
3. The annual subscription shall be set for individual members and institutional members by the Council of the Oxfordshire Record Society, payable in advance on the first of January. Libraries, record offices, universities, colleges, constituted history societies or other organisations may become institutional members. All applications for membership must be made in the form determined by the Society, and subject to payment of the appropriate membership fee as set by the Council. Individual and institutional membership will be terminated if membership fees have not been paid by 31 August in the year they are due. Funds for the Society may also be raised by grant for a specific purpose or by gift.
4. Each member of the Society, during the period of their membership, shall be entitled to a copy of new publications produced by the Society, and to vote at the Annual General Meeting [AGM]. All work produced by the Society shall be available at an appropriate cost to non-members.
5. The Society's President shall be elected annually at the AGM and [s]he or their deputy shall preside over that meeting.
6. The management of the Society's affairs shall be vested in a Council consisting of (a) the Secretary and General Editor, and (b) no fewer than six and no more than fourteen ordinary members. The latter will all be Trustees of

the Oxfordshire Record Society. All officers and members will be elected annually at the AGM. A Chair of the Council will be elected annually from among the Trustees at the first meeting after the AGM. Vacancies occurring between AGMs may be filled by the Council itself. Additional members may also be co-opted by the Council.

7. An AGM of subscribing members shall be held annually on a date agreed and at a place specified by the Council to receive the Secretary's report of the work of the Society, the General Editor's report of the publications of the Society, and a statement of the finances of the Society; and to elect officers for the ensuing year; and to transact the business of the Society generally. Notice of the AGM will be conveyed to members at least twenty eight clear days before the meeting, and any other business to be brought forward shall be notified to the Secretary in writing at least fourteen clear days prior to the AGM. An extraordinary general meeting (EGM) may be held at any time at the direction of the Council, or on the request of no fewer than ten members of the Society, given in writing to the Secretary.
8. The Council shall meet at least once in every year and at such other times as may be deemed necessary by the Chair, or on the request of no fewer than three members of the Council, given in writing to the Secretary. Six members of the Council including the Chair or their nominee shall form a quorum. In the event of an equal vote for a resolution. If the voting is equal, the Chair or their nominee may cast a second vote. The Council will make recommendation to the AGM on the appointment of all Council members.
9. This constitution may not be amended or altered except at the recommendation of the Council and approval at the following AGM or at an EGM by a majority of members present.
10. There is no limit on the occasions a Council member can be re-elected at the AGM. No Trustee shall receive any benefit from the Society above those of an ordinary member.
11. The Society shall keep a bank account for the effective management of the Society. A minimum of two signatories are required to effect any payments. There shall be three authorised signatories of the bank account comprising the Chair, Secretary and General Editor.

12. The accounting period shall be the calendar year. Such accounting will comply with the accounting requirements of the Charities Act 1993 and documentation as required by the Charity Commission will be produced in time for the following AGM.

13. If such circumstances occur that a majority of members of the Council propose dissolution of the Society, the proposal shall be subject to a vote at the following AGM. If a majority of members present vote in favour of dissolution all debts and liabilities shall be settled and any balance applied to a charitable purpose consistent with the objects of the society.

Signed by Chair of the Council:

Dated: 6 October 2010