

Berkshire Family History Society CIO - Bylaws

1. General

- 1.1. These bylaws are made by the Society Trustees and approved by them in accordance with their general powers under the constitution to govern the Society's operations.

2. Membership

- 2.1. There shall be the following categories of membership:

- 2.1.1. Worldwide membership - covers up to two people resident at the same address;

- 2.1.1.1. There shall be subcategories of the worldwide membership, that are distinguished financially as follows:

- 2.1.1.1.1. UK 18 - 25 years age Concession - granted by a discount code that the user may apply when joining or renewing;

- 2.1.1.1.2. Honorary Membership; - grants of the Society's Trustees, supported by a free lifetime subscription;

- 2.1.1.1.3. Supporter Membership; granted for the duration of their work with the society

- 2.2. Membership is not transferable to another person or organisation

- 2.3. Where a second member is to be associated with an account, that name must be:

- 2.3.1. entered by the first member during the sign up or renewal process; or

- 2.3.2. by the first member updating their profile on their website account page at any time; or

- 2.3.3. by notification by email to memsec@berksfhs.org.uk

- 2.4. Only the name of a second member shall be collected; to comply with data privacy laws, no other information shall be collected.

- 2.5. Except as stated in 2.7, each member has full voting rights at General Meetings. This includes second named members who have been recorded in accordance with 2.3

- 2.6. Whether or not a second member is named in accordance with 2.3, only one free printed copy per household of each Society publication designated 'free

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to members' during the period of membership shall be supplied, unless the first-named member has elected to receive their copies digitally.

- 2.7. Memberships held in the name of an institution, company or such bodies shall not be entitled:
 - 2.7.1. to member benefits other than the publications set out in 2.6;
 - 2.7.2. to more than a single vote at General Meetings
- 2.8. The Executive Committee shall decide the form and manner in which membership applications and renewals shall be made, and the fees payable for membership.

3. Presidents & Vice-Presidents

- 3.1. At an Annual General Meeting the Society may elect a President and one or more Vice Presidents until the next Annual General Meeting. The Executive Committee shall submit the names of such honorary appointees when giving notice of the meeting.

4. Delegation

- 4.1. The Executive Committee may delegate routine management of operational activities to subcommittees.
- 4.2. All subcommittees must have a minimum of four members:
 - 4.2.1. No fewer than two must be trustees
 - 4.2.2. All other members must be current members of the society.
- 4.3. The Executive Committee may impose conditions when delegating, including the conditions that:
 - 4.3.1. the relevant powers are to be exercised exclusively by the sub-committee to which they are delegated;
 - 4.3.2. no expenditure may be incurred on behalf of the Society except within a budget and limits previously agreed with the Executive Committee;
 - 4.3.3. the Executive Committee may revoke or alter a delegation; and
 - 4.3.4. all acts and proceedings of sub-committees must be promptly reported to the Executive Committee.

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4.3.5. Each sub-committee is responsible for creating and maintaining the Terms of Reference (ToR) governing the sub-committee's operations. Each ToR must be:

4.3.5.1. approved by the Executive Committee;

4.3.5.2. reviewed bi-annually by the sub-committee and reapproved by the Executive Committee.

5. Branch Organisation

5.1. The Executive Committee authorises the creation of Local Branches in furtherance of the Society's Objects as set out in the Constitution and on such terms and rules as it may from time to time decide.

5.2. Each branch will have a local committee comprising a Chairman, a Secretary and at least three and not more than six other members shall run each Branch so established.

5.3. Partners or two members from the same family may not serve on a local committee at the same time.

5.4. Each Branch shall hold an annual branch meeting in the two calendar months before the Society's AGM at which local Society members shall:

5.4.1. elect Branch officers and committee members to serve for the next twelve months; and

5.4.2. from those elected, propose a Branch representative who is eligible under the provisions of the Constitution for election as a Trustee of the Society and Executive Committee member at the AGM that follows.

5.4.3. The representative may then attend any Executive Committee meetings held in the interim period before the AGM but may not vote at them unless he or she is already a Trustee of the Society.

5.5. Each Branch Committee is responsible to the Executive Committee for the orderly running of the Branch in compliance with this Constitution and such Rules as the Executive Committee may from time to time decide.

5.6. All property or funds acquired or accumulated by a Branch shall belong to the Society and must be maintained as directed by the rules of the Society.

5.7. The activities of a Branch and those of its Branch Committee may be suspended at any time by a resolution of the Executive Committee

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6. Research Centre

- 6.1. The Executive Committee shall provide and maintain a Research Centre and Library for the use of Society members and other interested people.
- 6.2. A Research Centre Committee comprising a Chairman and not more than three other members shall run the Society's Research Centre. At least two members of that Committee shall be Society Trustees.
- 6.3. Partners or two members from the same family may not serve on this Committee at the same time.
- 6.4. The Research Centre Committee is responsible to the Executive Committee for the orderly day-to-day running of the Centre for the benefit of all Society members and the general public.
- 6.5. The Research Centre Committee must comply with such rules as the Executive Committee may from time to time decide

7. Repair and Insurance

- 7.1. The Executive Committee must keep in repair and insure to its full value against fire and other usual risks any building that is required to be kept in repair and insured by the Society as tenant or lessee, or make such contribution as may be agreed to the cost of such insurance provided by the landlord. The Committee must also secure and maintain personal accident, public liability and assets insurance for the Society's meetings and activities

8. Policies and Procedures

- 8.1. The Executive Committee will create, approve and maintain formal policies and procedures to establish the principles and practices to which they and society volunteers must work to comply with the Society's objects and the legal regulations that apply from time to time
- 8.2. Policies and Procedures must be reviewed and approved periodically on a cycle to be determined on a case-by-case basis