

FRIENDS OF DEVON'S ARCHIVES

Constitution

1. The name of the Association shall be Friends of Devon's Archives (hereinafter referred to as "The Association"). A member of the Association is herein referred to as a 'Friend'.
2. The object of the Association is to advance the education of the public in the history of the County of Devon and its people by
 - (a) promoting, supporting and assisting in the collection, preservation and conservation of records and other material of historical interest held in the archives of the Devon County Council ("The Council") and elsewhere, including the Devon and North Devon Record offices, and promoting public access to such records and material;
 - (b) publishing material and holding meetings, lectures, exhibitions and visits relating to local history; and
 - (c) advancing the education of the public in the use of archives and their value as a resource for historical research.
- 3.1 Individual membership shall be open to all persons aged eighteen years or over. There shall be a category of Family Membership for all individuals in a family living at the same address, including those under eighteen years of age and a category of Group Membership open to organisations, institutions and groups.
- 3.2 Organisations who are group members of the Association and Family Members may be represented at General Meetings by no more than two of their members who are over the age of eighteen and who shall be able to vote. Representatives of groups are not eligible as such to hold office or be appointed to the Committee. Junior members may be present at General Meetings but are not entitled to vote, and are not eligible to hold office or be appointed to the Committee.
- 3.3 There shall be a category of Life Membership, to be open to interested persons on the payment of an appropriate additional sum, as recommended by the Committee.
- 3.4 All new Friends shall be supplied with a copy of the constitution.
4. The Association may have a President at the invitation of the Committee, to be approved at the Annual General Meeting and to serve for a term of not more than three years.
5. There may be Vice-Presidents (up to a maximum of six) to be elected at the Annual General Meeting and to be eligible for annual re-election.
- 6.1 The Committee shall consist of the following Officers and Members: a Chairman, a Secretary, a Treasurer, a Membership Secretary, a programme Secretary, a Publicity Officer and up to eight Ordinary Members. All Officers and Members of the Committee shall be members of the Association.
- 6.2 The Officers shall be elected at the Annual General Meeting and shall be eligible for

annual re-election. The Chairman shall serve for a term of no more than three years.

- 6.3 The Ordinary Members shall be elected by the Annual General Meeting for three years.
- 6.4 Representatives of Devon Heritage Services and the Plymouth & West Devon Record Office shall be invited to attend meetings of the Committee as ex-officio members of the Committee. These persons shall all be deemed to be Friends of Devon's Archives.
- 6.5 The Committee shall have power to co-opt not more than four additional members to serve for the current year.
7. The Committee shall have the general management and direction of the funds and affairs of the Association, and in particular
 - (a) may nominate any of its delegates to serve on another body;
 - (b) may pay the whole or part of the reasonable out of pocket expenses of any Officer, Member of the Committee or Friend in or about the execution of any of their functions and duties on behalf of the Association;
 - (c) may make, and from time to time vary, rules not inconsistent with this constitution;
 - (d) may fill casual vacancies from time to time in its membership; and
 - (e) may appoint from time to time such other sub-committees from among its membership as may be necessary to carry out its business.

8. The annual subscriptions of the Association shall be such sums as may be fixed at the Annual General Meeting depending upon the category of membership. Subscriptions shall become due on the first day of January in each year. The membership of Friends joining on or after the first day of October in a particular year shall be deemed to run until the end of December in the following year. Friends whose subscriptions are twelve months in arrears shall be excluded from membership automatically.

8.1 GENERAL MEETINGS

The quorum at all general meetings shall be ten members or one tenth of the members, whichever is the greater.

8.2 ANNUAL GENERAL MEETING

The Annual General Meeting of the Association, of which at least twenty-one days' notice shall be given to all Friends by the Secretary, shall be held between 1st September and 30th November each year. The business of the Annual General Meeting shall be to receive a report from the Committee, to receive the annual accounts, to appoint Auditors, to elect the Officers and one third of the Members of the Committee and to consider any proposals which have been notified to the Secretary and appear in the meeting papers.

8.3 SPECIAL GENERAL MEETINGS

The Committee may at any time, and shall within fourteen days after receiving a request in writing of any ten Friends, summon a Special General Meeting of which not less than fourteen days' notice shall be given by the Secretary to each Friend, specifying the business to be transacted.

8.4 COMMITTEE MEETINGS

Committee meetings shall be held not less than twice annually. Five members shall constitute a quorum. In the absence of the Chairman those present may elect a Chairman for the meeting from among their number.

9. Nominations for officers or members of the committee must be made by Friends and must be in the hands of the Secretary at least seven days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.

10.1 VOTING

Save as otherwise provided, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No person shall have more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in the case of an equality of votes the chairman of the meeting shall have a second or casting vote.

10.2 MINUTES

Minute books shall be kept by the Committee and the Secretary shall enter in the current minute book a record of all proceedings and resolutions.

11. All funds and assets in the possession of the Association shall be held, paid and applied as the Committee may direct within the object of the Association, and pending such direction all funds shall be held in a separate bank account in the name of the Association with such bankers as the Committee may from time to time direct. All cheques drawn on such bankers shall be signed by any two of the Chairman, Secretary, Treasurer or with a member of the Committee specially nominated by the Committee for that purpose. All documents requiring endorsement shall be sufficiently endorsed if signed by any one of them.
12. Notices to Friends shall be deemed sufficiently served if sent by ordinary pre-paid post to the address of the Friend registered on their subscription form and any letter so sent shall be deemed to have been received within seven days of posting.
- 13.1 Alterations to this constitution shall receive the assent of two-thirds of the members present and voting at a General Meeting or a Special General Meeting. A resolution for the alteration of the constitution must be received by the Secretary of the Association at least twenty-one days before the meeting at which the resolution is to be brought forward.

- 13.2 At least fourteen days' notice of such a meeting must be given by the Secretary to the members and must include notice of the alteration proposed. Provided that no alteration shall be made to Clause 2 (objects), Clause 14 (winding-up) or this Clause, until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made which would have the effect of causing the Association to cease to be a charity at law.
14. The Association may be dissolved by a resolution passed by two-thirds majority of those present and voting at a Special General Meeting convened for the purpose of which twenty-one days' notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Association but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Association as the Association may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.
15. Each member of the Association shall be deemed, unless the member has refused such consent in writing, to have given his or her consent for the purposes of the Data Protection Act, 1984, for the inclusion of his or her name, address and telephone number and any other relevant information in or on any data processing media or system which, in the absence of consent, might otherwise be deemed worthy of registration under the provisions of the said Act.
16. Interpretation of this constitution shall rest with the Committee, which shall also have power to decide any question not provided for in it.

Adopted *nem con* by the Membership at the 2016 AGM,

15 October 2016