

**BRISTOL RECORD SOCIETY  
CONSTITUTION  
Adopted 2016**

**1. Name**

The Society shall be called “Bristol Record Society” hereinafter referred to as “the Society”.

**2. Objects**

The Objects of the Society shall be:

- (1) To encourage the preservation and the study of historical documents relating to the history of the City of Bristol.
- (2) To promote, improve, and maintain public education in and appreciation of the significance of such documents and other historical and archive material.

**3. Powers**

In furtherance of these objects the Society may prepare and undertake the publication of works concerning the history of the City of Bristol based upon the study of original documents and by such other ways as the Society through its Council shall determine from time to time provided that the Society shall not undertake any permanent trading in furtherance of its objects.

**4. Membership**

The Members of the Society shall be those who apply and pay the annual subscription at the appropriate rate or rates as shall be determined by the Council of the Society, hereinafter referred to as “the Council”, all subscriptions being payable in advance on the 1<sup>st</sup> day of January in every year. Membership may be divided into such groups or categories and be given such rights and entitlements to copy publications as the Council may decide.

Members of the Society may nominate and the Council, at their absolute discretion, appoint individuals to become Honorary Life Members of the Society in recognition of their exceptional service to the Society or for their outstanding contribution to the preservation, study, development or promotion of historical records and archive material.

Each Member shall be entitled to vote at the General Meeting and to attend such gatherings as may be arranged. Each institutional member shall be entitled to appoint one representative to attend General Meetings; such representative and each individual member shall have one vote.

## **5. President**

The Lord Mayor of the City of Bristol shall be invited to be the President of the Society during his/her term of Office. Members of the Society may nominate Vice-Presidents of the Society the names of which shall be submitted to the Annual General Meeting for approval.

## **6. Officers and Council**

The Society shall be managed by a Council consisting of the Officers of the Society and up to nine of the Society (who may be individual members or representatives of institutional members) together with

- the Archivist of the City Council of Bristol (or other officer of the Council having responsibility for archives and public records)
- the Head of the Bristol Central Reference Library (or other officer having responsibility for the public library service's local studies or similar collection)

The Officers of the Society shall be an Honorary Secretary, Honorary Treasurer and Honorary General Editors. The role of an officer may be shared by more than one individual. Except as a temporary measure pending the filling of a vacancy, no individual shall hold more than one office at the same time. The Council may appoint temporarily until the next Annual General Meeting any additional officer or officers with such responsibilities as the Council shall see fit. The Council will ask one of its members to chair each meeting of the Council.

The Council shall be elected at the Annual General Meeting and, subject to termination of office by resignation or otherwise, shall remain in office until their successors are elected. The nine Members of the Society (other than any Members appointed as Officers) elected to the Council shall be elected annually at the Annual General Meeting.

The Council shall have full power to fill any casual vacancy which may occur. The retiring Members of the Council shall be eligible for re-election. The Council shall have power to co-opt additional members to serve on the Council provided that the number of co-opted members shall not exceed one third of the Council.

A meeting of the Council shall be convened before every Annual General Meeting and at such other times as may be determined by the Council. The quorum of the Council shall be four.

## **7. Finance**

The financial year shall end on 31<sup>st</sup> December.

A banking account or accounts shall be opened in the name of the Society and cheques must be signed by two members of Council and a mandate shall be given to the bank accordingly.

Subject to any policies regarding reserves or investments adopted by the Society or the Council, the Council may invest sums not needed for immediate expenditure in such lawful manner as they may think fit.

The income and property of the Society whensoever derived shall be applied solely towards promoting the objects of the Society as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any Member or Members of the Society except in payment of reasonable out of pocket expenses incurred on behalf of the Society.

## **7 Amendments**

Any amendments to this constitution shall be presented to the Annual General Meeting of the Bristol Record Society with a recommendation from the Council.

This governing document was adopted by the Annual General Meeting of the Bristol Record Society held on 6 October 2016.