

Constitution of the Federation of Local History Societies

(Approved at AGM on 19th May 2018)

1. The Federation shall be called the Federation of Local History Societies, hereinafter called “The Federation”. The member societies shall be those who are members at the time of the adoption of this constitution, together with such members as are admitted to membership in accordance with section 3.
2. The primary aims of the Federation are:
 - a. To encourage research into and the recording of local history, archaeology, folk-life and folklore and to preserve and protect local heritage.
 - b. To facilitate the exchange of information by members by means of publications, lectures, seminars and exchange visits.
 - c. To facilitate members in co-operating with other groups, bodies and associations, statutory or otherwise, involved in protecting, preserving and developing local history, heritage and culture.
 - d. To encourage and undertake the publication of books, reviews and journals, and the collection and copying of archives.
 - e. To provide any other services to members as shall be considered appropriate by the Federation committee.
3. Membership of the Federation shall be open to all local history societies, archaeological societies, field groups, folklore or folklife societies, family or genealogical societies and voluntary museums. Each member shall have one vote only. Associate membership without voting rights shall be open to private individuals and such cultural bodies as, in the opinion of the committee, do not qualify as full members but wish to be associated with the Federation.

The Annual General Meeting (AGM) shall have the power to decide on the qualifications for full and associate membership to be followed by the committee in accepting new members. Only members whose membership fees have been paid shall be deemed members. Any member society which, in the opinion of the committee, has ceased to function actively may be removed from membership.

4. Annual membership fees shall be determined at the AGM and shall fall due on 1st January each year.

5. The Federation shall be governed by a committee consisting of a chairperson, vice-chairperson, honorary secretary, honorary treasurer, editor, PRO, data protection officer and nine ordinary members, the nominees of member societies. The committee shall have the right to co-opt up to three additional members to serve until the following AGM. The committee may also propose to a general meeting the appointment of an individual as Honorary President.

The committee shall have the power to establish sub-committees which may or may not include non-members of the main committee. Such sub-committees shall remain under the control of the main committee and shall report to it.

The committee shall have the power, after due process, to terminate the membership of any member or associate member who at any time has brought the name of the Federation into disrepute or who has jeopardised the aims of the Federation.

The committee shall have the power to elect as an Honorary Life Associate Member of the Federation a person who in the opinion of the committee has made a major contribution to the work of the Federation or to researching or publishing local history, archaeology, folklife or folklore anywhere on the island of Ireland.

6. The chairperson, vice-chairperson, honorary secretary, honorary treasurer, editor, PRO, data protection officer and ordinary members shall be elected at the AGM, having been nominated 14 days previously. Failing previous nominations, nominations from the floor shall be accepted.

The acceptance of a nomination by the nominee, person or society must be indicated to the AGM. The method of election at the AGM is by ballot and in the event of an equality of votes, the matter shall be determined by lot.

7. Six members of the committee shall constitute a quorum. The chairperson of any meeting shall have a casting vote in the event of an equality of votes, in addition to his or her own vote.
8. The chairperson shall be the chief officer of the Federation and shall give a report of the Federation's activities at the AGM.
9. The honorary secretary shall convene committee meetings at least once a quarter for which at least seven days notice shall be given and the AGM for which at least 28 days notice shall be given by post or by e-mail. The honorary secretary shall record the minutes of all committee meetings and the minutes of the AGM and of any special general meeting. The honorary secretary shall maintain files of correspondence issued and received by the Federation.
10. The honorary treasurer shall receive and disburse monies on behalf of the Federation and shall keep accounts of all receipts and expenditure. The honorary treasurer shall submit a statement of accounts at each committee meeting of the Federation. The honorary treasurer shall also prepare an annual statement of accounts on behalf of the Federation for each year ending 31st December and present it at the next AGM. The annual accounts of the Federation shall be audited by a person appointed by the committee.

11. The Annual General Meeting shall be open to all members and associate members as defined in section 3. Only members whose membership fees have been paid shall be entitled to vote. Member societies should each nominate one person to vote on their behalf and that person's name should be handed to the honorary secretary before the meeting. Motions and nominations for the AGM should be sent to the honorary secretary 14 days before the meeting and then circulated to the member societies.
12. A special meeting of the Federation may be called by the committee or if requested by one third of the member societies who shall signify their reasons in writing to the honorary secretary. Twenty-eight days notice of such a meeting shall be given by the honorary secretary by post or by e-mail.
13. This constitution shall not be altered except by a simple majority at an AGM or at a special general meeting convened for that purpose.