

SOUTH WALES RECORD SOCIETY

Registered Charity No. 700285

The Constitution

1. The Society shall be known as the South Wales Record Society.
2. The object of the Society shall be to advance the education of the general public by promoting the study of the history of south Wales

In furtherance of the above object but not further or otherwise,

- a. the Society shall publish editions and calendars of historical records, and, where considered desirable, monographs and pamphlets, relevant to the history of south Wales,
 - b. the Society shall do all such lawful acts and things as are necessary for the above object, in collaboration with any person, body, institution, authority or otherwise.
3. Membership of the Society shall be open to any person or institution interested in the fulfilment of the Society's objects, on payment of an annual subscription, the amount of which shall be determined at annual meetings of the Society. As part of their subscription all members will receive a copy of the Society's published annual volume. Members will also receive the privilege of purchasing copies of the Society's publications at a discount of not less than 25 per cent off the net price of such publications.
 4. The Society shall have power to accept donations for any purpose not inconsistent with its objects, and may make special appeals for funds to be used in connection with any such purposes.
 5. (a) The management of the Society shall be vested in a Committee consisting of a President, Chair, Vice Chair, Secretary, General Editor and Treasurer (who shall be officers of the Society), and nine ordinary members, provided that not more than four additional members may be co-opted on to the Committee, at its discretion, on a year-to-year basis.

(b) In addition, the Committee shall include the Archivists heading Glamorgan Archives, West Glamorgan Archive Service and Gwent Archives, or their representatives, and also one representative each from the Glamorgan History Society and the Gwent County History Association. The Committee may also co-opt members from other archive services, history societies and institutions of higher education in the south Wales region.

(c) The Committee shall meet on no fewer than two occasions in the year. At Committee meetings, six members shall constitute a quorum, of whom two shall be officers of the Society.

6.
 - (a) The President of the Society shall be elected for a term of three years. The Chair and Vice Chair shall be elected for terms of three years, renewable for one further term apiece. The Secretary, General Editor and Treasurer shall hold office at the discretion of the Society.
 - (b) The ordinary members of the Committee shall hold office for three years, provided that three members shall retire in each year. Retiring members shall not be eligible for re-election to the Committee until at least one year shall have elapsed.
 - (c) The Chair for the time being of the Society shall be Chair at General Meetings and Committee meetings.
7. The Treasurer shall keep accounts of all income and expenditure and shall present such accounts, duly audited, to the Annual Meeting. A bank account or accounts shall be opened in the name of the Society, and all cheques drawn on the said account(s) will require the signature of the Treasurer and one other officer.
8. The financial year of the Society shall end on 31 March. An Annual General Meeting shall be convened by the Secretary not more than ninety days thereafter, 21 days' notice being given by the Secretary in writing to each member, to receive the annual report of the Society's officers, to receive and adopt the balance sheet, to conduct such elections as may be necessary and to conduct such other business as may be necessary, ten days' notice of such business being given in writing to the Secretary.

All nominations for officers and Committee members must be received by the Secretary at least ten days before the Annual General Meeting, such nominations being signed by a member of the Society, and by the person therein nominated. All elections shall be by the members present at the Annual General Meeting.
9. The Secretary, or another member of the Committee appointed to do so, shall keep minutes of all Committee meetings and General Meetings of the Society, which the Chair for the time being shall sign as a true and accurate record of the business transacted at such meetings after the said minutes have been approved by the Committee, or in the case of minutes of a General Meeting, by the members present at the next General Meeting.
10. An Extraordinary General Meeting of the Society may be convened by the Committee at any time, ten days' notice in writing being given by the Secretary to members.
11. An Extraordinary General Meeting of the Society shall be convened by the Secretary on receipt of a request so to do from not less than twenty members of the Society.
12. This Constitution may be amended at a General Meeting of the Society by a resolution passed by no fewer than three-quarters of the membership there present and voting, save that no amendment shall be made to Clause 2, this Clause and Clause 14 without the consent of the Charity Commissioners or which would cause the Society to cease to be a charity in law.

13. All matters not hereinbefore provided for, and not involving any amendment to the constitution, shall be dealt with by the Committee of the Society.
14. The Society 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 21 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 Society 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 Society 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 Society as the Society may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

Revised: May 2025