

# NORFOLK RECORD SOCIETY

## RULES

(Incorporating amendments made at a General Meeting held on the 24<sup>th</sup> November 1976)

1. The Society shall be called the '**Norfolk Record Society**'.
2. Its objects shall be (i) to publish and make accessible in the interests of history any documents or records relating to the County of Norfolk and the City of Norwich (ii) to promote the preservation of such documents and records (iii) to assist educationally by lectures or otherwise in record research.
3. (a) Without prejudice to the rights of persons admitted to membership before the 1<sup>st</sup> October 1962, who have commuted their subscriptions for life, any person, society or institution may become and remain a member of the Society on paying the appropriate annual subscription due in advance on the 1st January.  
(b) Subject to any directions of the members of the Society in General Meeting the annual subscription of members shall be determined by the Council of the Society.  
(c) Persons who have rendered distinguished service in record work or in promoting the objects of the Society may be elected by the Council as honorary members and they shall be entitled to the same rights and privileges as members, but the number of honorary members shall not exceed six.
4. Each member of the Society, having paid the subscription, shall be entitled to vote at the General Meetings held within, and receive a copy of every work published during the period of the above subscription.
5. The Society shall elect at each General Meeting a President, Vice-Presidents, a Treasurer, a Secretary and an Editor.
6. The management of the Society's affairs shall be vested in a Council consisting of the Treasurer, Secretary and Editor ex officio, and not more than twelve members elected at the General Meeting. Members so elected shall hold office until the next Ordinary General Meeting of the Society, but shall be eligible for re-election. The Council shall have power to co-opt not more than three members who shall hold office until the next Ordinary General Meeting.
7. The Council shall (i) elect its own chairman annually, (ii) fill casual vacancies, (iii) appoint such committees of its members and others as may be thought more effectually to carry out the separate branches of the Society's work.
8. A General Meeting of members shall be held at least once in every three years to receive the report and financial statement, to elect officers and members of the Council and to transact the ordinary business of the Society. The Council or not less than ten members may direct a special General Meeting to be summoned.
9. A society or institution, being a member, shall be allowed to be represented and its duly appointed representative shall be entitled to vote on behalf of the institution and to hold office in the Society. If an institution appoints as its representative a person who is already a member of the Society such person shall be entitled to two votes.
10. These rules shall not be altered except at a General Meeting after seven clear days' notice in writing to members intimating the proposed alterations.