



CONSTITUTION of The Social History Society

1. The name of the Society shall be The Social History Society.
2. The aims of the Society shall be:
 - . (a) to promote the research, teaching and dissemination of social and cultural history;
 - . (b) to create connections across and between those engaged in the above;
 - . (c) to issue *Cultural and Social History*, an academic journal (hereafter *the Journal*);
 - . (d) to publish and sponsor other publications in the fields of social and cultural history;
 - . (e) to hold an annual conference and to hold or participate in any other conferences or meetings as may be deemed expedient in accordance with (a) and (b) above;

All persons interested in the research, teaching and dissemination of social and cultural history shall be eligible for membership. There are three categories of membership: regular, honorary and concessionary.

3. There shall be a General Meeting of the Society at least once in each year on a date to be determined by the Officers and/or the Committee, but normally during the proceedings of the annual conference, with the date and the agenda to be notified to the membership at least 30 days in advance. Items for the agenda of the meeting not proposed by the Officers

and/or Committee must be notified in writing to the Secretary at least one month in advance, and signed by at least two ordinary members of the Society. ^[1]_{SEP} Other General Meetings may be called at other times, with not less than 30 days' written notice to all members, by the Committee or the Chair at the request of not less than 20 per cent of the members.

4. The Governing Body of the Society shall be a Committee.

- (a) There are three categories of Committee Member: ordinary, postgraduate and ex-officio. There are twelve ordinary Members: five Officers; the previous Chair; and six further elected members without portfolio. There are two postgraduate student Members. An editor of *the Journal* will be an ex-officio Member.
- (b) The tenure for ordinary Committee Members will be for three years and Members will be eligible for re-election on one further consecutive occasion. After ending their tenure, persons will normally be eligible to stand again for election after a gap of one year. The tenure for Postgraduate Committee Members will be for two years, after which they will be eligible for either re-election as Postgraduate Committee Members, or election as ordinary Committee Members, depending on their postgraduate status during the academic year of their re-election. Committee Members who do not attend any Committee meetings during a year, without due apology, may be asked to resign, and will then not be eligible for re-election until after a gap of one year. The tenure for the ex-officio Member will be co-terminous with her/his role as an editor of *the Journal*. All Committee Members will normally be resident in the UK.
- (c) The Committee may co-opt up to three additional Members, each for up to one year.
- (d) The Committee will meet at least three times a year. Additional meetings may be called by four Members submitting a written request to the Secretary who will give notice of a meeting not less than 14 days after receipt of such a request. All meetings will be quorate if 8 or more Members are present (in person or by video conference or similar).
- (e) Persons shall normally be eligible for election to the Committee after a year's membership of the Society.
- (f) Elections for Committee membership shall be via a ballot of members of the Society, with the results to be announced at an annual General Meeting of the Society, and subsequently published as directed by Officers and/or the Committee. Should there be a dead-heat in the votes for any vacancy, the annual General Meeting of the Society shall be empowered to resolve this via a vote of members present.

5. The Officers of the Society shall consist of the Chair, the Secretary, the Treasurer, the Communications Officer and the Conference Officer. Persons shall normally be eligible for election as an Officer of the Society after a year's membership of the Society. Elections for Officers shall be via a ballot of members of the Society, with the results to be announced at an annual General Meeting of the Society, and subsequently published as directed by the Committee. Nominations for the Officers should be sent as directed by the Secretary of the Society, with a proposer and seconder and a short statement of credentials, and the Secretary shall be responsible for ensuring a ballot of the members takes place, with time for the return of votes at least three weeks before an annual General Meeting of the Society. Should there be a dead heat in the votes for any position, an Annual General Meeting of the Society shall be empowered to resolve this via a vote of members present. If there is a vacancy and no nomination is presented for ballot, then an annual General Meeting of the Society is empowered to elect an Officer to fill the vacancy, from nominees duly proposed and seconded at the Meeting. The Officers of the Society shall be elected for a term of office of three years, and shall be eligible for re-election to that office on one further consecutive occasion, and thereafter after a gap of two years. In order to preserve an element of continuity on the Committee, Officers of the Society shall at the end of their period of office be able to offer themselves for immediate election as ordinary Members for one further term of three years before standing down. Between meetings of the Committee the Officers shall have the power to act on its behalf in accordance with the general policy of the Society.

6. The editors of *the Journal* shall be appointed for a four year term by an appointing panel convened by the Chair on behalf of the Society and as chair of the editorial board of *the Journal*. The panel will include representatives of the Society and the editorial board of *the Journal*. Editors may apply to be reappointed for one further consecutive four year term.

7. The Chair, Secretary, and Treasurer of the Society shall form an Executive Committee. The Executive Committee may make specific grants and payments and engage in other activities that implement decisions of the Committee. The Executive Committee shall report on its decisions and activities to each meeting of the Committee and to the annual General Meeting. ^[L]_{SEP}

8. Financial Arrangements

(a) The finances and assets of the Society shall be administered by the Executive Committee on behalf of the Committee, which shall authorise the Treasurer to conduct its affairs in accordance with the policy laid down by an annual General Meeting.

(b) The annual subscription shall be determined by an annual General Meeting, and any change shall be proposed by the Officers and/or the Committee. Payment of the subscription shall entitle a member to receive *the Journal* and other benefits as agreed by the Executive Committee.

(c) The Chair and Treasurer shall be empowered collectively, with other designated signatories as agreed by the Officers or Committee, to sign cheques drawn on the Society's account.

(d) The Chair shall be authorised to sign any securities or contracts on the Society's behalf at the direction of the Committee.

(e) The Treasurer shall supervise the financial arrangements of *the Journal*, and any other publications as directed by the Committee. The Chair and the Treasurer of the Society will serve, respectively, as Chair and Vice-Chair of the editorial board of *the Journal*. An editor of *the Journal* will serve as an ex-officio Member of the Committee and report regularly to it. ^[11]_[SEP]

(f) The accounts of the Society shall be audited annually and approved by the annual General Meeting, and the auditors shall be appointed by the Committee.

9. The Committee shall have the power to nominate for approval at an annual General Meeting an honorary President, as a mark of honour and distinction to an eminent social or cultural historian, and up to four honorary Vice Presidents of the Society, usually as a mark of honour and distinction to members of the Society, especially those who have held office in the Society and/or have been long-serving Members of the Committee.

10. No Committee Member may:

(a) receive any benefit in money or in kind from the Society except in the form of approved expenses or honorarium;

(b) have a financial interest in the supply of goods or services to the Society; or

(c) acquire or hold any interest in the property of the Society.

11. Any change in this Constitution shall normally require a two-thirds majority of the members present and voting at an annual General Meeting or voting in a ballot organised by the Committee. Proposals for any such change not emanating from the Officers or the Committee must be signed by five ordinary members and sent to the Secretary at least eight weeks before the meeting.

12. The Society may be dissolved by the agreement of not less than three quarters of those members present at an annual General Meeting specially summoned for this purpose. Any funds existing at the time of dissolution shall not become the property of any members but shall be devoted to furthering the aims defined in section 1.

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