



# The Jewish Genealogical Society of Great Britain

## BYE-LAWS

*Adopted by Resolution of Council 1 May 2013*

*and amended by Resolutions of Council on 30 October 2019 and 10 February 2021*

### 1. ADOPTION OF THE BYE-LAWS

These Bye-Laws are adopted in accordance with Clause 34 of the Constitution of the Jewish Genealogical Society of Great Britain ('the Constitution').

### 2. NAME

The association referred to as 'the charity' in the Constitution is herein also referred to as 'JGSGB' or as 'the Society'.

### 3. DEFINITIONS

Except as noted, all definitions and identifications in these Bye-Laws are identical with those in the Constitution.

### 4. MEMBERSHIP

1. There shall be the following classes of member:
  - a. Individual Member
  - b. Joint Member – one of two Individual Members at the same address, each having rights at general meetings and in relation to Council but entitled to receive only one set of communications and notices from JGSGB including those under Clause 33 of the Constitution.
  - c. Junior Member – An Individual Member who has not yet attained 18 years of age, who shall have the same rights as other Individual members except that they may not be elected or appointed to Council.
  - d. Overseas Member – an Individual, Joint or Junior Member whose home address is outside the British Isles.
  - e. Corporate Member – an organisation, which shall be represented by a nominated representative who shall receive communications and notices on the organisation's behalf, may exercise rights as if they were an Individual Member, and may be elected to Council under Clause 19.4 of the Constitution.
2. Council shall set, from time to time, the level of Members' entitlement to JGSGB goods and services with variations for different classes of member only as provided above.
3. Council shall set for each year the level of subscription for each class of member. If it does not do so, the previous year's subscription levels will continue to apply. For each class of member, Council may set a lower rate for members who are students or in receipt of statutory benefits (and may require proof of such status).
4. Council may agree reciprocal arrangements with other organisations, not being connected persons under the terms of Clause 36 of the Constitution, to allow members of those organisations some or all of the benefits of membership of JGSGB,

and vice versa, save that such benefits shall not extend to the right to receive notice of, nor to attend or vote at, general meetings, nor to attend or be elected to Council.

## **5. GENERAL MEETINGS**

1. A written request to call a Special General Meeting must within seven days be followed by the text of a draft resolution signed by the proposer and by a seconder.
2. The notice to all members and to the Council under the terms of Clause 12 sub-clause 4 of the Constitution must state the business to be discussed in the form of one or more resolutions.
3. No business other than that provided for in the Notice shall be transacted at any general meeting, save for resolutions to
  - a. Appoint a Chairman of the meeting if required according to Clause 14 of the Constitution
  - b. Alter the order of business
  - c. Proceed to a vote
  - d. Proceed to the next business
  - e. Adjourn or close the meeting
  - f. Amend a resolution
  - g. Give leave to withdraw a resolution or amendment
  - h. Silence or eject a member from the meeting.
4. Voting at general meetings shall be by open show of hands unless the chairman of the meeting shall in his sole discretion otherwise determine.
5. Each Individual Member, Joint Member, Junior Member, and Overseas Member shall have one vote. Each Corporate Member shall have one vote which will be cast by its appointed nominee.

## **6. CONDUCT OF MEETINGS**

1. The chairman of any general meeting or meeting of Council or of committees of Council may exercise all appropriate powers and duties and these Bye-Laws in relation to the conduct of the meeting.
  - a. The ruling of the chairman on a point of order or on the admissibility of a personal explanation shall not be discussed
  - b. Members shall address the chairman. If two or more members wish to speak, the chairman shall decide who to call upon
  - c. The chairman may in his or her sole discretion determine any limitations as to time of speeches or statements made by members
  - d. Whenever the chairman speaks during a debate all other members shall be silent.
2. A resolution or amendment shall be reduced to writing and handed to him or her before it is further discussed or put to the meeting.
3. An amendment to a resolution shall be either
  - a. To leave out words, or
  - b. To leave out words and insert others, or
  - c. To insert or add words.
4. An amendment shall not have the effect of negating the resolution before the meeting.
5. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

6. A further amendment shall not be moved until the meeting has disposed of every amendment previously moved.
7. The mover of a resolution or of an amendment shall have a right of reply.
8. A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him or her that may have been misunderstood.
9. A motion or amendment may be withdrawn by the proposer with the consent of the meeting, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
10. Voting at Council and committee meetings shall be by open show of hands unless decided otherwise by the Council or Committee Members.
11. Members of committees set up under Clause 26 sub-clause 1 of the Constitution shall have one vote each, regardless of whether they are members of Council. In the event of a tied vote, the Chairman shall have the casting vote.

## **7. ATTENDANCE AT COUNCIL MEETINGS**

1. The Council shall, upon receipt of written request, make known to members of the JGSGB the date, time and place of its meetings.
2. Any member or representative of a corporate member shall have the right to attend by invitation, with the prior written consent from the Secretary, meetings of Council. Members not being members of Council shall not have the right to
  - a. Speak, unless invited by the chairman of the meeting
  - b. Vote.
3. Council may at any time by resolution require any member not being a member of Council to leave the meeting. The resolution shall state the reason for exclusion.

## **8. MEMBERS' CONCERNS**

1. Any member shall be entitled to bring to the attention of the Secretary in writing any matter concerning the management of the business affairs of the Society that the member wishes to be considered by the Council.
2. The Secretary shall consider and decide whether the matter relates to the business affairs of the Society. Where doubt exists the Secretary shall consult the Chairman, whose decision shall be final, to reach a final decision on whether the matter relates to the business affairs of the Society.
3. The Secretary, subject to consultation with the Chairman, may request the member to submit his concern in writing.
4. The Secretary shall do all in his power to resolve the matter, including but not limited to
  - a. Presenting the matter to Council
  - b. Inviting the member to put his concerns directly to Council
  - c. Should b. above prove necessary, the Secretary shall invite the member not less than seven days prior to the date of the nearest available Council meeting
  - d. Where a member is invited to attend Council, a written explanation of his concerns must first be provided to the Secretary
  - e. The Secretary shall circulate to Council not less than seven days before the nearest available Council meeting

- f. A member attending Council under d. above will not be allowed to participate in discussions other than that relating to the concerns
- g. Any concerns advised to the Secretary by a member shall at all times be kept confidential.

## **8A. COMPLAINTS**

1. In dealing with any grievance alleged by any person, whether a member of the Society or otherwise, Council will ensure:
  - a. all actions will be documented;
  - b. complaints will be dealt with quickly and fairly;
  - c. where possible, attempts will be made to settle issues without resort to formal action;
  - d. confidentiality will be maintained; and
  - e. any decision will be based on the facts and evidence gathered.
2. Any member of Council or portfolio holder receiving a complaint should advise the Secretary at the earliest opportunity.
3. The Secretary should ask the complainant to put the complaint in writing.
4. The Secretary should attempt where possible to resolve the matter without the need for formal action.
5. On receipt of a written complaint the Secretary should acknowledge receipt and advise the Chairman, following which other members of Council should be informed.
6. The Council may appoint a member of Council, if appropriate, to gather information relating to the complaint. This may include gathering evidence and obtaining statements from other members of the Society.
7. The investigating member of Council will make a determination and report to Council.

### **Decision:**

1. The result of the investigation of the complaint should be advised to the complainant in writing by the Secretary.
2. If the complaint has been upheld, the letter will also specify what action will be taken as a result.

### **Appeal:**

1. If the complainant considers that the determination is unreasonable, he/she may appeal to Council in writing setting out the grounds for the appeal.
2. Council may consider the appeal or may appoint a sub-committee to do.
3. The decision of Council or any sub-committee will be final.

## **9. COMMITTEES OF COUNCIL**

1. Members of committees of Council set up under Clause 26 sub-clause 1 of the Constitution shall at Committee Meetings be members of JGSGB in good standing.
2. Members of committees shall have one vote each, regardless of whether they are members of Council.

## **10. JGSGB GROUPS**

1. Council may by resolution form JGSGB Groups. Council shall specify the management and activities of each Group, and any limitations.

2. JGSGB Groups may at the discretion of Council be geographically-based Regional Groups or based upon Special Interest Groups for the study of and research into Jewish Genealogy.
3. There shall be no maximum number of JGSGB Groups.
4. Authorisation from Council shall entitle a JGSGB Group to use the titles 'Jewish Genealogical Society of Great Britain' and 'JGSGB'.
5. Any member may be affiliated to as many JGSGB Groups as he or she wishes. Multiple affiliations shall not entitle any member to multiple copies of any notice, literature or periodical published by JGSGB or by a JGSGB Group.
6. JGSGB Groups may regulate their proceedings and activities as laid down by Council.
7. Each Group shall keep accounting records in such a form as the Council shall from time to time determine.
8. Each JGSGB Group shall prepare and provide a report to Council concerning the Group's activities at such times as the Council shall determine, but not less often than once per year.
  - a. The reports to Council shall include statements of account in a form prescribed by Council.
9. Each JGSGB Group shall nominate a contact person who shall be responsible for the Group's operation, for reporting to Council, and for transmission of Council's decisions to the Group.
10. Council may dissolve a JGSGB Group at any time. Upon dissolution the assets and records of the Group shall be returned to Council forthwith.
11. JGSGB Groups may not charge membership fees.
12. JGSGB Groups may charge fees to members and non-members for admission to events, conferences and the like.
13. No person not being a member of JGSGB shall be a member of a JGSGB Group.
  - a. Persons not being members of JGSGB may attend JGSGB Group events as paying guests.

## **11. FINANCIAL MANAGEMENT**

1. At the request of Council each committee and each JGSGB Group having expenditure authority from Council shall prepare and agree a budget setting out anticipated income and expenditure for the next financial year.
2. Council shall scrutinise and agree each budget submitted under sub-clause 1 of this Clause.
3. Before the end of each financial year the Council shall prepare and agree a budget setting out anticipated income and expenditure for the next financial year, and upon request, shall publish this budget to members.
4. Each committee and each JGSGB Group shall report to Council upon income and expenditure at times and in a manner which Council shall from time to time determine.
5. During each financial year the Council shall make regular comparisons between actual income and expenditure and budgeted income and expenditure and shall, upon request, report these comparisons in a form accessible to members.
6. Any committee or JGSGB Group may upon specific authorisation by Council open and maintain a bank account.
  - a. The signatories to such a bank account must not be fewer than three
  - b. The number of required signatures on each cheque issued from the account must not be fewer than two.

## **12. EMERGENCY ACTION**

1. In the event of an emergency requiring action that would ordinarily be undertaken by Council but where time is insufficient to convene a meeting of Council or to communicate the emergency by telephone or electronic means the Chairman or failing him the Secretary or failing him the Treasurer or failing him any other elected member of Council may take any necessary action.
  - a. Expenditure under this Clause for emergencies shall be limited to £250 in any one instance and to one instance in any calendar month
  - b. In the event of expenditure for an emergency a meeting of Council shall be summoned as soon as possible in accordance with Clause 23.3 of the Constitution in order to ratify the expenditure.
2. Any emergency action or expenditure under this Clause shall be reported promptly to Members by such means as Council shall think fit.

## **13. JGSGB DISCUSS**

1. The JGSGB Discuss discussion list shall be used for the exclusive purpose of supplying information, posing and answering questions on genealogical or historical matters.

## **14. INTERPRETATION**

In these Bye-Laws

1. 'JGSGB Group' means any grouping, sub-group, regional group, branch, special interest group or other sub-set of Members that wishes to pursue activities in accordance with the Objects separately from any other sub-set of Members.
2. All Bye-Laws are to be interpreted in the same way as the Constitution.