

*Church of England*

**THE ASSOCIATION OF DIOCESAN REGISTRY CLERKS**

**CONSTITUTION & RULES**

*adopted at the Annual General Meeting 20<sup>th</sup> October 2007*

**CONSTITUTION**

**1 NAME & STATUS**

The association is called The Association of Diocesan Registry Clerks ("the Association") and is non-profit-making.

**2 AIM**

The aim of the Association is to support and assist its members in the furtherance of their professional roles in the diocesan and provincial registries and the Faculty Office of the Church of England by encouraging and sharing knowledge of ecclesiastical law, practice and procedures, imparting and exchanging information, and promoting discussion relevant to their roles.

**3 ETHOS**

The ethos of the Association is that of the Church of England

**4 METHOD**

The aim is achieved by mutual co-operation and association through personal and electronic communication, meetings and conferences, of which some may be residential.

**RULES**

**5 MEMBERSHIP**

Membership is open to all Diocesan Registry Clerks and assistant staff in the Church of England Diocesan Registries, Provincial Registries and The Faculty Office.

**6 MANAGEMENT**

6.1 The Association is managed by a committee elected from the membership by the members at the Annual General Meeting ("the AGM") held in each year and subject to termination of office by resignation or otherwise, the committee members (including the officers) remain in office until the conclusion of the next AGM

6.2 Notice convening the AGM must be sent to members by electronic means or by first class post (at the Committee's discretion) not less than twenty-one days before the meeting.

6.3 Not more than fifteen months shall elapse between AGMs

6.4 The committee comprises the Chair, the Treasurer, the Secretary, all of whom are elected each year by members at the AGM, and a maximum of two members of the Association similarly elected, all of whom must be fully paid-up members of the Association

- 6.5 The committee may elect one of its members or the Treasurer or the Secretary as Vice-chair of the Association
- 6.6.1 Nominations for election of the officers and committee members may be made by paid-up members and must be received by the Secretary by post or email at least seven days before the AGM
- 6.6.2 If no nominations are received pursuant to Rule 6.6.1 above (or in special circumstances) nominations may be made verbally by paid-up members in attendance at the AGM and in that event only those members present at the AGM may vote on such verbal nominations
- 6.7 Voting for election to such posts may be by a combination of voting in person and (at the sender's risk of receipt) by email and post, but each member shall have only a single vote and postal votes from members attending a meeting and voting in person shall be void
- 6.8 The committee may appoint a Communications Officer who, if the appointee so desires, shall be co-opted to the committee and have voting rights
- 6.9 The committee may fill any casual vacancy in the officers or committee that occurs until the next AGM
- 6.10 Officers and retiring members of the committee may be re-elected

## 7 MEMBERSHIP SUBSCRIPTIONS

- 7.1 Subscriptions are set annually by the AGM on the recommendation of the Committee
- 7.2 Subscriptions are due and payable on the first day of April in each year

## 8 PRESIDENT

- 8.1 The members at any AGM may invite a person to be the President of the Association being a person of good standing and reputation in the Church of England, sympathetic to the Aim of the Association and prepared, occasionally, to be consulted by the committee, offer guidance and address meetings of the Association
- 8.2 The President shall serve for three years (subject to mutual agreement) but the appointee shall be eligible for re-appointment.
- 8.3 Unless the President is or has been eligible for membership of the Association, the President shall not be entitled to membership and shall have no voting rights

## 9 EMERITUS MEMBERS

There is an "Emeritus" section of the Association for members who have retired or resigned from their professional role(s).

Emeritus members:

- a. are entitled to attend any meetings and events of the Association (but without voting powers)
- b. shall not be required to pay the membership subscription for their first five years of emeritus membership (but shall pay the fee for any meeting or event they choose to attend) and thereafter shall be required to pay the membership subscription but the committee shall have power to waive such payment, or part thereof, at their discretion for the sixth or any subsequent year
- c. shall not nominate, or be nominated as, officers or committee members.

#### 10 FINANCIAL YEAR

The Association's financial year shall end on 31 March in each year.

#### 11 ECCLESIASTICAL MATTERS

The committee, following consultation with the membership shall represent the corporate view of the Association to any body charged with making proposals for changes in ecclesiastical legislation or matters relating to the professional work of the membership.

#### 12 ALTERATION OF THE CONSTITUTION & RULES

The committee, or any member (with another member seconding) may propose in writing an alteration to the Constitution and Rules provided such proposal is received by the Secretary at least two weeks before the AGM at which meeting the proposal will be voted upon by the members present and votes by post and electronic communication shall be taken into account but the receipt by the Secretary of such votes by post and electronic means shall be at the sender's risk. A vote of two-thirds of the membership shall be required to amend the Constitution and Rules

#### 13 SPECIAL GENERAL MEETINGS

- 13.1 A special general meeting may be convened at any time by the committee or following the written request to the Secretary of six paid-up members specifying the proposed business of the meeting
- 13.2 Notice convening such meetings must be sent to members by electronic means or by first class post (at the Committee's discretion) not less than 21 days before the meeting specifying the business to be dealt with (and no unspecified business shall be tabled at such meetings)

#### 14 CHAIR'S CASTING VOTE

At all meetings of the committee and of the Association the Chair (or member elected to chair the meeting in the absence of the Chair) shall have a casting or additional vote in the event of an equality of votes

#### 15 QUORUMS

The following shall be the quorums for the conduct of the Association's business:

- 15.1 in committee: three members
- 15.2 at AGMs: ten members
- 15.3 at Special General Meetings: fifteen members

*Ref: DJK/ADRC/20.10.07AGM/LaundeAbbey*