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### **A Message from the President**

Dear Friends, Colleagues and Honoured Members,

I am most pleased to seize this opportunity to convey to all members of our society my most heartfelt wishes for a very happy and prosperous 2009. I am excited by the programme of speaker meetings for the forthcoming Lent Term. Two scholars of international-standing, deeply committed to the study of French social elites and associated semiotics, will be visiting CUHAGS.

Madame Laurence Wodey, Deputy Curator of the Museum of the Legion of Honour, will present a lecture which will elucidate the

origins and development of the insignia of this innovative Order of Merit during the Napoleonic Period. The Palais de Salm in Paris, next door to the Musée D'Orsay, houses one of the greatest collections of *Phaléristique* objects in the world. This will be a good opportunity to learn about the Premier Order of the French Republic, and also, perhaps, to pose questions on other matters relating to Chivalric subjects of interest. Madame Wodey has published widely and her research guide is available in the society's library.

We are also most fortunate that Dr Horowski of Berlin's *Technische Universität* has consented to give a learned disquisition relating to the ambiguities of French Ducal status during the *ancien régime*. This talk promises not only to be fact-filled and enlightening but also deeply entertaining. Dr Horowski has compiled the most detailed prosopographic survey (it includes well over one thousand individuals) ever attempted of the officers of the French Royal household in the palace of Versailles. This pioneering and important study will be published as a monograph later this year. However, for those unwilling to wait several months, a summary of his principal conclusions can be found in the following article:

Leonhard Horowski, '*Such a great advantage for my son: office-holding and career mechanisms at the court of France, 1661-1789*,' *The Court Historian*, 8 (2003)

The term, in general, will be characterised by its very international flavour. Our distinguished visitors will present topics of Heraldic interest which extend geographically from Metropolitan France to Korea to the former Dominions of the British Empire. I very much look forward to welcoming as many members, guests and friends as possible to these wonderful opportunities where one not only can learn new ideas and but also enjoy CUHAGS' famous conviviality.

Buon Anno, e naturalmente buon lavoro

**Ambrogio**

# A NEW ENTRY IN THE ANNALS OF THAUMATOGRAPHY

*Professor Lester Hillman*

This year it was the good fortune of CUHAGS to mark the Feast on St Nicholas Day itself, Saturday 6<sup>th</sup> December. Guided by the light of a half moon forty five pilgrims were able to gather in the Great Hall of Clare. For much of the 20<sup>th</sup> century December was the wettest month but we were fortunate to journey under a clear sky.



## **It was like learning there is no Father Christmas**

Alas we were denied 'Father Christmas'. In the streets of Cambridge the signs declared that St Nicholas was near but that a full procession taking in the Guildhall was not scheduled until 3-00 p.m. on the morrow of our Feast. Perhaps he was en route from the Netherlands. Traditionally he arrives in Holland on St Nicholas Eve by ship from Spain and then riding a white horse and assisted by Black Pete (Zwarte Piet) (Knecht Ruprecht in Germany) he visits with sweets or biscuits for deserving children whilst delivering a smart smack to the naughty.

Christmas has truly become a moveable Feast. Our disappointment was compounded, espying a great caravan of wagons drawn up at the portal of King's College under the protection of Octavian Security we learnt that the televised Christmas Service from King's College of Our Lady and St Nicholas (to give the College its proper title) was being recorded. It was this recording that would be

transmitted in three weeks time. The Chapel was, of course, comprehensively floodlit providing an almost magical view of the building, rarely seen after nightfall.

### **Everlasting Youth**

Our opening reception took place in the Hall of Clare, in the sight of the decorated tree. In Siberia St Nicholas is patron of beer, the word 'nicolitjsja' translating to become drunk, so having the reception in the Hall avoided the Senior Combination Room and all those stairs.

We congratulated our new President Dr Ambrogio Caiani on the award of a doctorate. St Nicholas as patron of youth would surely have endorsed the Caiani Era and Ambrogio promised eternal youth. The welcome return of our Honorary Vice President and Senior Treasurer, Gordon Wright, who read the Grace seemed to prove it. We greeted a wonderful intake of new members including those in statu pupillari. This new intake, Dr Caiani declared, had in one week brought down the average age of members from 72 to 65, the Age of Caiani dawned upon us.

With youth on our side there was double delight at the arrival of Pistacchio parfait and honey sauce together with Petit fours. An end of term Dutch Treat and an exeat from St Nicholas. Black Pete was not observed to exact his final sanction for misbehaviour. This is said to involve wrapping in a sack and transportation to Spain and captivity. However, d'Arcy Orders was not to be seen and there were uncharitable mutterings about Portugal and Patrick Morrow not being in evidence.

### **Red Menace**

St Nicholas is patron of Russia. On our Feast Day the news was rich in Russian imagery, history, myth, legend and pageantry. There were stories surfacing about Vladimir Putin the Prime Minister being bundled away from his home in Georgia as a small boy, never to return. There were reports from Moscow about the newly opened exhibition to mark 90 years of counter intelligence with references to SMERSH and OMSBON the Independent Motorised Brigade for Special Operations.

St Nicholas is depicted as a bishop but also as a pontiff and so finally, and perhaps most poignant in a Russian context, there were glimpses of rich imagery and rare ceremonial protocol following the death of the Patriarch of the Russian Orthodox Church. His Holiness Alexy II had died on St Nicholas Eve. He had been appointed an Archbishop at the age of 35 and had been Patriarch

since 1990, in Russia a period of great change politically, in religious terms and in the recognition of royalty.

### **In the red**

At a time when credit faces a monumental crisis and in a period of financial uncertainty it is prudent to be in the good books of St Nicholas. He is patron of pawnbrokers and the three balls are said to represent the three bags of gold he gave to a poor man to avoid him selling his daughters into prostitution. 'The Charity of St Nicholas of Bari', a painting by Girolamo Macchiotti has recently gone on show at the National Gallery. It is the first time it has been shown in the UK and depicts St Nicholas in the process of skilfully lobbing golden orbs to the three daughters.

Greece, mariners, unmarried girls, merchants, apothecaries, perfumiers and virgins are amongst this saint's unusually wide and colourful patronage portfolio. For further imagery we are indebted to our President's namesake Ambrogio Lorezetti. Indeed St Ambrose Bishop of Milan's Feast follows directly on from St Nicholas Day. Ambrogio's fourteenth century depictions from the life of St Nicholas were produced for the Church of S Procolo, Florence.

### **More reds**

Cardinal red and the colour of Christmas was woven skilfully throughout the dinner. A number of those in attendance wore fine red gowns. Red was wrapped in seemingly every course. It was there in the radicchio, red pepper and red cabbage. It was resplendent in the venison if not red deer conjuring a reddish glow at thoughts of reindeer. Coursing down the tables flowed red wine and ruby port.

St Nicholas, one of 14 Holy Helpers, is revered as a thaumaturge and CUHAGS was in the debt of Clare College again in delivering wonderful works. Jacob Davis and our President deserve our thanks along with a special mention in the Annals of Thaumatrography.

This year the Feast was marked by the singing of carols, led by Clare Pike with fine musical accompaniment. We concluded appropriately enough with what must be CUHAGS Christmas anthem 'Hark! The Herald Angels Sing'.

*Note the image of St Nicholas comes from the Reredos in the Church dedicated to him in Kings Lynn. It is reproduced by kind permission of Simon Knott from his website: [www.norfolkchurches.co.uk](http://www.norfolkchurches.co.uk)*

# THE COKAYNE MONUMENTS AT ASHBOURNE, DERBYSHIRE

Kelcey Wilson-Lee

An unusually well-preserved series of monumental brasses, incised slabs, and sculpted effigies commemorate the Cokayne family at Ashbourne church in Derbyshire. These sepulchral monuments currently rest in or near the north transept chapel, where they share the space with other medieval and early modern memorials. Originally, however, the only monuments in the chapel were those to the Cokaynes, hereditary lords of Ashbourne from the fourteenth to the early-seventeenth century. These memorials were designed to beseech prayers for the souls of the commemorated, which medieval theological doctrine taught sped the progression of the soul through purgatory to heaven. However, the monuments' decorations, and their placement within a confined visual space, were also intended to reinforce local perceptions of the family's ancient gentility and dynastic stability. Among the most important elements of tomb decoration at Ashbourne (and, indeed, in most medieval churches) were the heraldic coats-of-arms which proclaimed the genealogical connections of the commemorated.

The earliest Cokayne tomb surviving at Ashbourne commemorates John Cokayne I (d. 1372), a prominent lawyer in the employ of Henry of Grosmont, 1<sup>st</sup> Duke of Lancaster who eventually rose to the extremely influential position of Chief Steward of the duchy's estates north of the river Trent. The alabaster effigy to John I is appropriately depicted in the guise of a lawyer; no coats-of-arms or livery are present on the memorial, although the connections he forged with the Lancastrian household ensured that they would appear on subsequent monuments. John I's monument shares an early fifteenth-century freestone tomb chest with the alabaster effigy of his son and heir Edmund (d. 1403), who married the Warwickshire heiress Elizabeth Harthill and died fighting for the Henry IV at the Battle of Shrewsbury. Although neither father nor son were knighted, Edmund is depicted in armour, over which he wears an heraldic jupon featuring the three cocks of the Cokayne family's heraldry (*argent, three cocks gules*). A curious blank shield (probably formerly painted with arms) on the *aventail* covering Edmund's neck completes the heraldic programme of the monument.

However, thirteen further shields are to be found around the edges of the tomb chest (three more shields were obscured when the tomb chest was placed against the chapel's east wall in the early modern period). The arms on these shields have been repainted from notes gathered by the herald Elias Ashmole in 1611. The arms which remain visible are, beginning at the east wall on the north side: Erdeswick, Vernon, Shirley (since repainted incorrectly),

Astley, Pembridge, Pype (since repainted incorrectly as Beauchamp of Warwick), Cokayne and Harthill quartered, Stafford, Ferrers, Longford, Cotton, and Poleswell of Hartingdon.<sup>1</sup> None of these coats is appropriate for John I, and only two (those of Erdeswick and Astley) are appropriate for Edmund. The Cokayne/Harthill quartering is only appropriate for Edmund's descendants, while the remaining shields commemorate connections made by the marriages of Edmund's son and grandson, and must therefore have been painted long after the tomb chest's initial installation at Ashbourne. If other arms originally decorated the sides of this chest, we don't know what they were.

The next monument at Ashbourne commemorates Edmund's son, Sir John Cokayne III (d. 1438), a fervent supporter of Henry IV and the first Cokayne to be knighted, and his first wife Margaret Longford. The opulent alabaster tomb chest and double effigies made by the nationally important Chellaston workshop of Prentys and Sutton includes an armoured male effigy wearing the SS collar associated with Lancastrian supporters and a fashionable female effigy in a horned headdress, all atop a chest featuring angels holding (blank) shields. Unfortunately, despite Sir John III's great wealth (following the acquisition of his mother's estate), and the family's consequent rise in status among midland gentry families, the Cokaynes' dynastic and political fortunes fell following John III's death — these misfortunes included the childless deaths of heirs, long-lived dowagers, lengthy minorities, and the accession of the Yorkist dynasty. The changes in the Cokaynes fortunes in the second half of the fifteenth century are readily apparent in the decline in extravagance of the monument to Sir John III's son and heir, John V (d. 1505), and his wife Anne Vernon — a simple incised alabaster slab, the most prominent feature of which are the four corner shields displaying the arms of Cokayne/Harthill impaling Vernon of Haddon.

The last three Cokayne monuments at Ashbourne are more heraldically interesting, and represent a period of political resurgence for the Cokayne family. The first is a tomb chest to John V's grandson and heir, Sir Thomas II (d. 1537), and his wife Barbara Fitzherbert. Four shields adorn two sides of this monument, which remains in its original position in the northeast corner of the chapel. The first shield represented Thomas II's parents — Cokayne/Harthill impaling Barlow — another represented Barbara's parents — Fitzherbert impaling Babington — while a third represented their own marriage — Cokayne/Harthill impaling Fitzherbert. The fourth shield is, however, the most interesting. It depicts the arms of Cokayne/Harthill elaborately quartered

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<sup>1</sup> The arms of Shirley are *paly of six or and azure, a canton ermine*, not *paly of six argent and azure, a canton ermine* as the shield appears today. The arms of Pype are *azure, a fesse or, between six crosses crosslet argent*. The arms currently painted on the shield are Beauchamp of Warwick: *gules, a fesse or, between six crosses crosslet or*.

with those of other families to whom the Cokaynes were anciently connected: the Rossington, Edensor, Deyville, and Savage of Tissington families, as well as the unknown arms *argent, three stags statant sable*. The connection between Cokayne and Rossington is through the Knivetons, another Ashbourne family to whom the Cokaynes had been related since at least the mid-fourteenth century, while the Deyville, Edensor, and Savage connections were all through the Harthills. In other words, we have a sixteenth century monument employing, for the first time, arms to which his family had been entitled for well over a century at least.

The next memorial is a monumental brass atop a tomb chest to Sir Thomas II's son, Francis (d. 1538), and his wife the heiress Dorothy Marrowe. Coats-of-arms recording the ancient Cokayne connections as well as Marrowe family associations appear in the four corners of the brass, while Francis's figure is depicted in an heraldic tabard featuring the complex quartering of the Cokayne/Harthill arms with those of Rossington, Edensor, Deyville, Savage of Tissington, and Three Stags. The arms, and those of Marrowe, Brome, Riche, and Arundell (all Marrowe connections), were also painted onto ten shields supported by angels around the edges of the tomb chest.

The last Cokayne monument at Ashbourne is the marble mural to Francis' son, Sir Thomas III (d. 1592), and his wife, Dorothy Ferrers of Tamworth. Currently installed along the north wall of the transept just outside of the chapel, this monument was originally positioned along the east wall of the transept chapel in the space formerly occupied by the altar of St Mary. The decorative programme of this late 16th-century monument includes much classical detailing, and is therefore quite distinct from the medieval monuments to the Cokaynes. However, the monument features



nine carved shields, many of which include the same coats-of-arms which appeared on the earlier Cokayne monuments. Most prominent among these is the large central shield (shown above) depicting quarterings of eleven coats-of-arms to Thomas III's ancestors: Cokayne, Harthill, Deyville, Savage, Rossington, Edensor, the unidentified Three Stags, Marrowe, Brome, Riche,

and Arundell, the last three Marrowe connections, but all the rest ancient Cokayne or Harthill associations.

The sepulchral monuments of the Cokayne family were not the only heraldry present in the north transept chapel at Ashbourne during the late-medieval period. Armorial glass was present in the chapel's clerestory windows, installed in the early-fifteenth century, probably by Sir John III, and a sixteenth-century donor portrait of Sir Thomas II and his wife Barbara also depicted couple in heraldic dress. Further decorative elements featuring heraldry such as tiles and wall or panel paintings may also have been lost (contemporary examples of this type of decoration are known to have been part of the decorative programmes of other nearby contemporary burial chapels). The impetus behind the heraldic decoration of sepulchral monuments was to reinforce local perceptions of the longevity and influence of the family in question. By juxtaposing ancient associations with their important contemporary connections, the Cokaynes presented themselves as rightful members of elite Derbyshire society, and fitting lords of Ashbourne. Though the power of their visual statement has been somewhat diminished by the centuries of alteration to their burial chapel, it nevertheless remains a potent example of the prominent role of heraldry in bidding for local power bases in medieval England.

*This article summarises the author's paper presented on 30<sup>th</sup> October, 2008*

## **COMMEMORATING DON STEEL AT PETERHOUSE**

On Saturday, 15<sup>th</sup> November, 2008, approximately 30 of Don's colleagues, friends, admirers and family, including his brother, Jim, and daughter, Marion, met together in the Lubbock Room at Peterhouse, where Don had been an undergraduate in the mid 1950s. Appropriately, the event was organised by C.U.H.A.G.S. which in 1957 had joined up with the University Society of Genealogists when Don was one of its very enthusiastic participants. Four of his contemporaries from that time had made the pilgrimage to honour his memory.

Several of those who were present, including many with whom Don had worked during the early 1970s, were eager to share some of their cherished memories of what Don had achieved during, what, for family historians, were momentous times. Colin Chapman, a Vice President of the Federation of Family History Societies, spoke of the way he had been caught up in the extraordinary surge of enthusiasm generated by Don almost forty years ago. Don was remarkably adept at involving everyone around him in whatever was the current project, whether constructively to

challenge traditional thinking, run courses, write articles or create even the Federation itself. The application of this subtle skill soon brought into being working parties, steering committees and, in most instances, important new initiatives.

Stella Colwell, a former Chairman of the Society of Genealogists, recalled how Don's remarkable capacity for visualising new ideas and novel approaches to genealogical research had been inspirational. She had always remained in touch with him and counted him a lifelong friend. Dr Anthony Joseph, who first met Don in the CUSOG, was also a firm friend. He too recounted how he had been stimulated by Don's enthusiasm, subsequently extending his genealogical interests by practical involvement in many other organisations including the Birmingham & Midland SGH and the Jewish GSGB.

Derek Palgrave, in his capacity as President of the Guild of One-Name Studies, emphasised that Don, in addition to founding a number of county genealogical societies, also had turned his attention to the study of single surnames and their variants and immersed himself in the process of initiating new One-Name Societies including the Brookings and the Soles. Fred Sole, current President of the Sole Society, pointed out that his very first contact with Don in 1990 left him in no doubt that a Society devoted to the Soles was in the offing, and that Don would be very much associated with it.

The establishment of the East Surrey FHS had been just one of Don's earlier initiatives so Derek and Jean Tooke, founder members, had come to Peterhouse to participate in the collective tribute: Jean reminded everyone how Don had not only found the necessary volunteers but also chaired the inaugural meeting in Sutton Library, delivered the first lecture and wrote the article "Starting a Life Sentence" for the Society's first Journal.

Professor Peter Spufford, whose detailed tribute to Don has already been published in this Journal had only a few words to add but he stressed that Don had been the outstanding figure in the genealogical world. His vision of a wider public understanding of family history, for which he had striven throughout his life, had indeed come to pass. There is little doubt that Don's input to the programme televised in 1979, featuring the ancestry of Gordon Honeycombe, had sown the seeds of the recent "*Who do you think you are?*" series.

Don's influence certainly lives on largely through his books, in particular, his volumes of the National Index of Parish Registers, revised editions of which are currently in hand. However there are still a large number of experienced family historians still around who were motivated by Don, and according to Marian French, present Vice Chairman of the Federation of Family History Societies, will ensure that the essence of his philosophy is passed on to the next generation.

***It is hoped that more detailed written tributes will be published in a Gedenkschrift (Memorial Volume), in 2009. Please contact Mrs Susan Lumas at the Society of Genealogists, 14, Charterhouse Buildings, Goswell Road, London, EC1M 7BA.***

# **SOCIETY VISIT TO CARDOZO KINDERSLEY WORKSHOP**

**Simone S-Y Chung**

The CUHAGS visit to the Cardozo Kindersley Workshop took place on a sunny and warm autumn afternoon on Wednesday, 22 October 2008. Located on Victoria Road in a converted infants' school beside a church to the north of Cambridge city centre, what strikes any visitor to this stone workshop is how extensively the external natural light has been allowed to filter into this spacious and tranquil environment. Originally set up by the late David Kindersley (who trained under the sculptor Eric Gill), this surprisingly relaxed artisans' workplace currently accommodates three apprentices, two administrators and his widow, Lida, who now heads the studio and was also our guide during the 2-hour tour.

Lida began by giving us an overview of basic type design principles and the tools typically employed for stone sculpting and letter-cutting. In theory, although geometry and proportion determine most of the spacing and size of the fonts; in practice, visual aesthetics play an equally important role in justifying the final arrangement of the letters to be engraved. But the evidently more interesting fact was how little the tools used for stone masonry has changed and how much they still resembled the ones used during ancient Egyptian times. Lida then proceeded to explain the processes involved in producing a piece of inscribed stone tablet: from preparing the surface of a stone panel using polishing cloths; to hewing the proposed shape of the tablet before moulding the edges with finer tools, with a similar approach taken with any symbolic or heraldic reliefs; before painstakingly carving out the accompanying letters. The precision required in letter engraving alludes to the countless hours of practice required before an apprentice cutter can be trusted to work on an actual commission itself. Walking around the workshop, ongoing projects can be seen strategically dispersed around the studio to ensure unhindered pedestrian circulation and sufficient clearance for manoeuvring the stone pieces.

The numerous commissions that are currently being worked on by the Cardozo Kindersley Workshop team range from small plaques to headstones to an elaborately carved tomb. The stone materials more frequently used for their commissions include Kirkstone, Green Slate, Welsh Slate and limestone. On a commission as intricate as the tomb complete with its proposed occupant's heraldry carved in relief on the lid, the project becomes a collaborative team effort and each craftsperson works on pre-assigned elements in order to maintain consistency of style. Lida also explains that it is imperative for the entire team to work closely together and to observe all the rules set out in the studio to alleviate any potential hazards that comes from moving and working with masonry.

As we moved into the office zone, the storage room reveals a meticulously catalogued library of project folders of every work that has been completed by the workshop since its inception. These were organised chronologically with each folder containing every single written thought and discussion, sketches, drawings and research pertaining to that particular commission. After a brief chat with the administrative team, we were all given a chance to try our hands at letter-cutting which in reality was more like novices simply chipping stone, although some of us appeared to have fared better at this task than others. It was at the onset of evening where we officially concluded what I personally felt was a very illuminating insight into the diminishing world of a traditional apprenticeship letter-cutting and stone sculpture workshop.

## CURRENT AND FORTHCOMING EVENTS

- |                                |  |
|--------------------------------|--|
| 16-20 January 2009             | <b>12<sup>th</sup> Australasian Congress</b><br>Auckland, New Zealand  |
| 8 February 2009                | <b>Sussex &amp; S London FH Fair</b><br>Crawley, Sussex  |
| 27 February<br>to 1 March 2009 | <b>Who do you think you are?</b><br>Olympia, London  |
| 8 March 2009                   | <b>Merseyside &amp; Cheshire FH<br/>Fair</b><br>Port Sunlight  |
| 29 March 2009                  | <b>East Anglian FH Fair</b><br>Norwich   |
| 17-19 April 2009               | <b>30<sup>th</sup> Anniversary Conference</b><br>Guild of One-Name Studies<br><i>Holiday Inn: Peterborough</i>                             |
| 3 May 2009                     | <b>2009 Family History Event</b><br>Barbican, London   |
| 28-31 August 2009              | <b>International Conference on<br/>Local &amp; Family History</b><br>Nottingham Conference Centre<br><i>Sponsored by the Halsted Trust</i> |

*For further details please consult the Editor: [D.A.PALGRAVE.54@cantab.net](mailto:D.A.PALGRAVE.54@cantab.net)*

# NOTICES AND GENERAL NEWS

## *Revised Constitution for ratification at a General Meeting in 2009*

### **1. Name**

The name of the Society shall be The Cambridge University Heraldic and Genealogical Society.

### **2. Objects**

2.1 The objects of the Society shall be:

2.1.1 To promote and encourage the study of heraldry, genealogy, and related topics.

2.1.2 To promote the preservation, security and accessibility of relevant public and private archival and other material.

2.1.3 To publish any appropriate research findings and other relevant information in a Society Magazine or other appropriate publication.

2.2 In furtherance of the above objects the Society may

2.2.1 Organise meetings and lectures;

2.2.2 Build up collections of books and other items in a place specified by the Executive Committee;

2.2.3 Preserve, transcribe and publish source material of interest to members;

2.2.4 Collaborate with individuals and organisations, including Specialist Societies and others concerned with the topics covered in 2.1 above;

2.2.5 Support the activities of the Federation of Family History Societies in its pursuit of these and similar objects.

### **3. Affiliation**

This Society shall be a member of the Federation of Family History Societies and have the power to associate with other organisations which have compatible and mutually supportive objects.

### **4. Membership**

4.1 Membership of the Society shall be open to members of the University and others, by invitation of the Executive committee, showing interest in the Society's objects.

4.2 Honorary Life Membership in the form of Vice-Presidency may be granted by election at General Meeting to persons distinguished in Heraldry or Genealogy or who have rendered special noteworthy services to the Society

4.3 Subscriptions shall be payable at a time and rate determined by the Society's Executive Committee subject to the approval of the Society's A.G.M. Subscriptions for the ensuing year shall become due on the first day of the Michaelmas Term.

4.4 The Executive Committee may terminate the membership of any member whose subscription remains unpaid at the Division of the Michaelmas Term.

4.5 The Society's Executive Committee may suspend from membership anyone whose activities it thinks prejudicial to the interests of the Society. A person so suspended shall have his or her case considered by the next A.G.M. or by an E.G.M., which the Executive Committee shall call at the suspended person's request. A General Meeting shall either revoke the Committee's decision, determine the length of the suspension from membership, or expel the suspended person. No person expelled by a General Meeting shall be re-admitted to membership other than by a decision of a General Meeting. No person suspended from membership shall continue to hold office or attend any function of the Society while suspended, other than the General Meeting at which his or her case is to be considered.

## **5. Administration**

The Society shall be administered by an Executive Committee consisting of a President, Secretary, Senior Treasurer (who shall be a member of the Senate), Junior Treasurer and up to four other *committee* members who may be elected or co-opted. Its duties shall include the drafting of working procedures to facilitate the smooth running of the Society.

5.1 A quorum shall be four members.

5.2 A General Meeting shall have the power to remove any officer or committee member from office and elect a replacement if it so chooses, to serve until the next A.G.M.

5.3 The President shall act as Chairman. In his/her absence those present shall elect a chairman for the meeting. In either case the chairman shall have an additional casting vote.

5.4 The officers and other members of the Executive Committee shall be elected annually at the A.G.M.

5.4.1 Nominations shall be submitted to the Secretary not less than twenty one days before the meeting takes place.

5.4.2 The Secretary shall notify the membership a list of candidates for election by posting on the website not less than seven days before the meeting. If insufficient nominations have been received prior to the meeting the Chairman may accept nominations at the meeting from the floor. Only fully paid-up members of the Society may vote at a General Meeting.

5.5 The Executive Committee shall have the power to co-opt additional members to fill casual vacancies or for some other purpose provided the maximum number of committee members does not exceed ten.

5.6 With the exception of the Senior Treasurer no officer or member of committee shall serve for more than three consecutive years, without special resolution at an A.G.M.

## **6. General Meetings**

6.1 An Annual General Meeting (A.G.M.) shall be held during the Easter Term when an account of the Society's activities and finances shall be presented.

6.2 Notice of the A.G.M. shall be issued at least 21 days beforehand. Items for inclusion on the Agenda, save any other business, must be submitted to the Secretary 28 days before the AGM.

6.2.1 Together with the notice for the meeting the Secretary shall send

An agenda

A summary of the accounts

6.3 The business to be transacted shall be to

In the absence of the President, elect a chairman of the meeting

Receive apologies for absence

Approve the Minutes of the Previous General Meeting

Receive the President's Report

Receive the Secretary's Report

Receive a summary of the accounts of the previous year

6.4 The AGM shall elect

A President

A Senior Treasurer

A Junior Treasurer

A Secretary

Up to four members of the Executive Committee

An individual to scrutinise the Annual Accounts of the Society

6.5 A quorum shall be 15 members or 10% *of the membership whichever is the smaller.*

6.6 Voting at General Meetings shall be by show of hands; the Chairman shall have an additional casting vote.

6.7 An Extraordinary General Meeting (E.G.M.) may be convened at the request of the Executive Committee or 15 members with prior written notice, stating the object of the meeting together with the terms of any resolution to be proposed at the meeting, issued at least 28 days beforehand.

6.7.1 A quorum at such a meeting shall be 15 members or 10% of the membership whichever is the smaller.

## **7. Amendments to this Constitution**

The Constitution may be amended only at an A.G.M. or an E.G.M. provided at least 28 days notice has been given. Amendments are only valid if supported by two thirds majority of those present.

## **8. Finance**

8.1 The financial year of the society shall terminate on 30<sup>th</sup> September. Accounts shall be submitted to the Junior Proctor.

8.2 All income and property of the Society shall be applied solely towards the promotion and execution of the objects set out in Clause 2 above.

8.3 Reasonable out-of pocket expenses incurred by officers or members, solely on the Society's behalf, will be refunded on production of receipts.

8.4 The Executive Committee shall maintain proper accounts recording all sums of money received and expended by the Society.

8.5 The Society shall keep its funds at a recognised High Street Bank and appoint three authorised signatories, the signatures of any two being required on cheques and other *financial* documents *relating to sums in excess of £100*.

## **9. Property**

9.1 The Executive Committee may appoint up to 3 people to hold property in trust for the Society.

9.2 Safe custody shall be provided for the Letters Patent Granting Arms, the Society's Library and its Archives which shall be closed to public access for 30 years.

## **10. Data Protection Act, 1998**

Personal details relating to members of the Society, whether in manual or computer form shall be held or processed by the Society, or on its behalf, only in accordance with the Eight Principles of the Data Protection Act of 1998. In practice personal data must be :-

- Processed fairly and lawfully
- Obtained for specific and lawful purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, kept up to date
- Not kept for longer than necessary
- Processed in accordance with the subject's rights
- Kept secure
- Not transferred abroad without adequate protection

## **11. Availability of the Constitution**

The society shall publish its Constitution on its website.

## **12. Dissolution**

The Society may be dissolved only at an A.G.M. or an E.G.M., called for the purpose, by a resolution supported by three quarters of the membership in this instance including postal votes. The resolution must specify the disposal of the Society's collections and other assets after debts and liabilities have been settled. This may involve their transfer to an appropriate organisation or institution within the University with objects compatible with those of the Society.

***The above draft takes into account comments and suggestions received from the membership during 2008***