

Colchester Archaeological Group



Constitution

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1 NAME

The name of the Group shall be Colchester Archaeological Group (hereinafter called "The Group").

2 OBJECT

The object of the Group shall be:

Through lectures, study visits, publications, excavations and fieldwork to educate and to promote a knowledge of and interest in archaeology, both generally and with particular reference to Colchester and District.

3 MEMBERSHIP

Membership is individual (aged 14 and over) and family (no age restriction). The Committee has the power to admit members and to terminate membership at its absolute discretion. Nonpayment of a subscription by the end of the financial year in which it is due shall be deemed to terminate membership. No person under the age of 18 years shall be entitled to vote or become a member of the Committee.

4 OFFICERS

The officers of the Group shall be as follows:

President
Chairman
Vice-Chairman
Secretary
Treasurer

The office of President shall be filled only when an individual of outstanding distinction is available to be nominated for election at an Annual General Meeting, such nomination to be normally on the recommendation of the Committee.

The other officers shall be elected annually at an Annual General Meeting.

From time to time as may be necessary, the Committee shall appoint members of the Group, who shall preferably but not necessarily be members of the Committee, to be responsible for such functions as those of Editor, Meetings Secretary, Outings Secretary and Functions Organiser.

5 MANAGEMENT

The management of the Group shall be vested in a Committee consisting of the five officers and up to nine other paidup members of the Group elected annually at an Annual General Meeting. The Committee shall have power to coopt up to three additional members.

The Committee shall meet at least three times during the year and a quorum for the purpose of transacting business shall be five, including at least one of the officers.

The Committee may appoint one or more subcommittees consisting of three or more members of the Committee for purposes of making any enquiry or supervising or performing any function or duty which in the opinion of the Committee would be more conveniently undertaken or carried out by a subcommittee: provided that all acts and proceedings of any such subcommittees shall be fully and promptly reported to the Committee. For each subcommittee, the Committee shall appoint a Chairman and a Secretary, who shall record minutes of the proceedings.

The Secretary and Treasurer shall not normally serve in their offices for more than ten consecutive years. The other officers and Committee members shall not normally serve for more than three consecutive years. One-third shall normally retire by rotation each year and shall be replaced by election at the Annual General Meeting. However:

- a) a Committee member who has served for one or two years and is then elected as an officer shall serve his full term of three years in that capacity; and
- b) a Committee member who is due to retire by rotation may in special circumstances be re-elected for a further period, if there are no other nominations.

The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

6 ANNUAL GENERAL MEETING

The Annual General Meeting of the Group shall be held in October. Twenty eight clear days' notice of the Annual General Meeting shall be given in writing to each member of the Group. The quorum for an Annual General Meeting shall be twenty per cent of those attending who were paidup members in the preceding year.

The business of the Annual General Meeting shall be:

- a) to receive a report from the Committee on the business transactions on behalf of the Group;
- b) to receive the Treasurer's report and audited accounts and to adopt them if approved;
- c) to consider and if agreed to approve any recommendations that the Committee may make for an increase in the rate of subscription or of any other charges for the ensuing year;
- d) to receive reports on the Group's activities for the past year;
- e) to elect Committee members and officers for the ensuing year;
- f) to elect members to represent the Group on organisations with related interests for the ensuing year;
- g) to transact all other competent business, including the appointment of auditors.

7 OTHER GENERAL MEETINGS

A General Meeting may be called by the Committee and shall be called on the written request of not less than ten per cent of the paidup members addressed to the Secretary. Any General Meeting thus called shall take place not less than twenty eight clear days after receipt by the Secretary of the request. The Secretary shall give at least fourteen clear days' notice in writing to each member of the date, place and agenda of any General Meeting. At a General Meeting the business taken shall be restricted to those specified items contained in the agenda previously circulated.

The voting powers for any General Meeting shall be the same as for an Annual General Meeting. The quorum for a General Meeting shall be twenty per cent of the paidup members.

8 FINANCE

The financial year of the Group shall end on 31 August.

The Committee may open banking account(s) in the name of the Group at such bank(s) as it may decide. All cheques drawn shall be signed by the Treasurer and one other member of the Committee.

9 ALTERATIONS TO CONSTITUTION

Alterations or additions to this Constitution shall receive the assent of not less than two-thirds of the paidup members present and voting at a General Meeting, provided that no alteration or addition may be made the effect of which would cause the Group at any time to cease to be a charity in law.

10 DISSOLUTION

The Group may at any time be dissolved by a resolution supported by the votes of not less than two-thirds of the paidup members present and voting at a General Meeting.

If upon the dissolution of the Group there remains after the satisfaction of all debts and liabilities any property whatsoever, this shall not be paid or distributed among the members of the Group but shall be given or transferred to a charitable organisation or charitable organisations having similar objects as may be determined at the dissolution meeting.

Registered Charity No. 1028434

<p><i>Approved at the Annual General Meeting of the Colchester Archaeological Group held on 11 October 1993</i></p>
