

Constitution of Deverills Archaeology Group

Name

The name of the group shall be **Deverills Archaeology Group** of which the abbreviation shall be DAG.

Aims

The aims of DAG will be to improve understanding of, and engagement with, the archaeology and heritage of the Deverill Valley.

Membership

Membership is open to anyone who has an interest in the archaeology of the Deverill Valley, regardless of race, colour, creed, sex, age or ability.

Membership will begin as soon as an individual has sent their details to the Membership Secretary.

Equal Opportunities

DAG will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than once a year.

The Committee will consist of up to 16 members, and be composed of 6 officers and 6 committee members. Additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership Secretary, who shall be responsible for keeping records of members
- Treasurer, who shall be responsible for maintaining accounts
- IT officer, who shall be responsible for the group's IT

- Community Engagement Officer, who shall be responsible for the group's engagement with the local and wider community
- In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members. The Committee meetings will be open to any member of DAG wishing to attend, who may speak but not vote.

Meetings

Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership

At the AGM:

- The Committee will present a report of the work of DAG over the year.
- The Committee will present the accounts of DAG for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership.

General Meetings

General Meetings are open to all members and will be held as necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership.

Committee Meetings

Committee meetings may be called by the Chair or Secretary.

Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is 4 Committee members.

Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

Finances

An account will be maintained on behalf of DAG at a bank agreed by the committee. At least two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of DAG is only to be used to further the aims of the group, as specified in this constitution.

Amendments to the Constitution

Amendments to the constitution may only be made at the Annual

General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to the Salisbury and South Wiltshire Museum or other charitable institutions, which share the aims of the Group, as the Committee may decide.

This constitution was agreed at the Inaugural General Meeting of the Deverills Archaeology Group on:

Date 10/5/2018

Name and position in group : David G Croot, Chair

Signed: D G Croot

Name and position in group: Claire Watts, Secretary

Signed : C Watts