

# **Constitution of the Winchelsea Archaeological Society**

Adopted on the 4<sup>th</sup> day of July 2011

## **1 Name**

- 1.1 The name of the group is the Winchelsea Archaeological Society, hereafter referred to as the WAS.

## **2 Objects**

- 2.1 The objects of the group are to:
  - 2.1.1 further the understanding of the heritage of Winchelsea by conducting or assisting surveys and other investigations of the local archaeology and history, by conducting or funding documentary or other research, and by working to expand and to improve access to the public record;
  - 2.1.2 support the conservation of the archaeology of Winchelsea by promoting public awareness of its heritage, and by responding, where appropriate, to public consultations on conservation and other planning policies and to local planning applications in Winchelsea.

## **3 Membership**

- 3.1 Membership of the WAS shall be open to anyone who has an interest in the archaeology of Winchelsea, pays the subscription fixed by the Annual General Meeting of the WAS and is willing to assist with the activities of the WAS. Individual memberships shall only take effect two weeks after subscriptions have been received by the Treasurer.

## **4 Committee and Executive Officers**

- 4.1 The affairs of the WAS shall be controlled by a Committee comprising the Executive Officers of the WAS and up to three other Members co-opted by the Committee.
- 4.2 The Executive Officers of the WAS shall be as follows: (1) Chairman; (2) Vice Chairman; (3) Treasurer; (4) Secretary. The Annual General Meeting can, but is not obliged to, elect an Honorary President.
- 4.3 Executive Officers shall be elected at the Annual General Meeting by the members of the WAS.

- 4.4 All Executive Officers are elected for a period of one year, but may stand for re-election at the end of their term of office.
- 4.5 No member of the Committee shall be paid for his services to the WAS, but can reclaim expenses incurred on behalf of the WAS and approved by the Committee.
- 4.6 The duties of the Committee are to:
  - 4.6.1 control the affairs of the WAS on behalf of Members;
  - 4.6.2 keep accurate accounts of the finances of the WAS through the Treasurer, making these available for reasonable inspection by Members, having them audited before every Annual General Meeting;
  - 4.6.3 open and maintain a bank current account, payments from which will require the signed authorisation of the Chairman and one other Executive Officer.
- 4.7 Decisions by the Committee shall be taken by simple majority vote. Co-opted members of the Committee shall not be entitled to vote on the Committee. In the case of equal votes, the Chairman shall be entitled to an additional casting vote.

## **5 Annual General Meeting**

- 5.1 The Annual General Meeting shall be held not later than 31 July each year. At least 14 days' written notice of the Annual General Meeting shall be given to Members by circulating a copy of the notice to every Member at their home address and posting the notice to the main public noticeboard in Winchelsea. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 7 days before the meeting. The Secretary shall post an agenda for the Annual General Meeting on the main public noticeboard in Winchelsea at least seven days' before the meeting.
- 5.2 The business of the Annual General Meeting shall be to:
  - 5.2.1 approve the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting;
  - 5.2.2 approve the audited accounts for the financial year from the Treasurer;

- 5.2.3 receive the annual report of the Committee from the Secretary;
  - 5.2.4 elect an auditor;
  - 5.2.5 elect the Executive Officers of the WAS;
  - 5.2.6 fix subscription rates for the next financial year (which can be the same as the calendar year);
  - 5.2.7 any other business.
- 5.3 All General Meetings shall be chaired by the Chairman or, in their absence, by the Vice Chairman or, in their absence, a Member elected at the meeting.
- 5.4 A quorum for General Meetings shall be 10 Members including three of the Executive Officers of the WAS.
- 5.5 Decisions at General Meetings shall be taken by simple majority of votes cast by Members attending the meeting. Each Member shall be entitled to one vote. In the case of equal votes, the chairman of the meeting shall be entitled to an additional casting vote.
- 5.6 Nominations of candidates for the election of Executive Officers shall be made by members and seconded by other Members.
- 5.7 An Extraordinary General Meeting may be convened by the Committee or upon receipt by the Secretary of a request in writing from not less than 10 Members. At least 21 days notice of the meeting shall be given

## **6 Amending the Constitution**

- 6.1 Amendments to the Constitution of the WAS shall be considered only by an Annual or Extraordinary General Meeting provided the proposed amendment is made by a Member, is given in writing to the Secretary at least 21 days before the General Meeting and is seconded by another Member. Amendments shall be passed only if they receive the support of two-thirds of the Members attending the meeting, subject to the requirement for a quorum.

## **7 Dissolution**

- 7.1 If a resolution calling for the dissolution of the WAS is passed at a General Meeting, the Secretary will convene an Extraordinary General Meeting to be held no later than 30 days thereafter to discuss and vote on the resolution.

7.2 If at least two-thirds of Members at the Extraordinary General Meeting vote for the resolution, the Committee shall proceed to realise the assets of the WAS and discharge all its debts and liabilities by the date specified in the resolution or agreed at the Extraordinary General Meeting.

7.3 After discharging all debts and liabilities of the WAS, the remaining assets shall not be paid or distributed amongst Members, but shall be given to some other voluntary organisation having objects similar to the WAS or to the East Sussex County Archaeologist.

Witnessed by .....(printed name).....  
.....(printed name).....  
.....(printed name).....