

Registered Charity No.: 263486

WEST ESSEX ARCHAEOLOGICAL GROUP

# CONSTITUTION

March 2015

Passed at the AGM meeting  
held on 9<sup>th</sup> March 2015

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Chairman

# WEST ESSEX ARCHAEOLOGICAL GROUP

## CONSTITUTION

### 1. TITLE OF THE GROUP

The title of the Group shall be "THE WEST ESSEX ARCHAEOLOGICAL GROUP" or "W.E.A.G." or "WEAG".

### 2. PURPOSES

(a) The Group is established for charitable purposes only.

(b) In particular the Group is established:

- i. to promote the advancement of knowledge and education by the study of archaeology, history and kindred subjects, particularly in West Essex.
- ii. to promote and organise co-operation in the achievement of the above purposes.

(c) In the furtherance of the above purposes, but not further or otherwise the Group may:

- i. assist any charitable body financially or otherwise.
- ii. affiliate or become affiliated to or become a member of any body having charitable purposes.
- iii. obtain, collect and receive money and funds by way of contributions, donations, affiliation fees, subscriptions, legacies, grants and any other lawful method, and accept and receive gifts of property of any description (whether subject to any trusts or not).
- iv. procure and provide information.
- v. procure to be written and print, publish, issue and circulate gratuitously or otherwise, any reports or periodicals, books, pamphlets, leaflets or other documents.
- vi. arrange and provide for or join in arranging and providing for the holding of exhibitions, excavations, courses, meetings, lectures and classes.

### 3. MEMBERSHIP

- Membership shall be open to any person interested in the purposes of the Group.
- A Family Membership may include up to two adults and any number of children living at the same address or for whom either adult is a parent, foster parent, guardian or similar. The General Committee (defined in clause 4) may, at its discretion, allow other children to share a Family Membership in exceptional circumstances.
- Persons under the age of eighteen years shall be eligible for Junior membership.
- The General Committee shall have the right to refuse membership or rescind the existing membership of any person who disrupts the activities of the Group or brings the Group into disrepute.

### 4. MANAGEMENT

The Management of the Group shall be vested in a General Committee consisting of Chairman, Vice-Chairman, Treasurer, Secretary and not more than seven other members. The Chairman, officers and members of the General Committee shall be elected annually at the Annual General Meeting. Any post remaining vacant after the AGM or any vacancy occurring between the two AGMs may be filled by co-option by the General Committee.

Four members of the General Committee shall constitute a Quorum for the purpose of proceeding with the business of the Group.

The General Committee shall meet at least twice per year.

The General Committee will oversee the programme of lecture meetings and other activities. The General Committee shall deal with the finds and possessions of the Group in any way that it deems desirable except as specified in Clause 11 – Dissolution.

The General Committee shall keep minutes of their meetings.

Sub-committees:

- The General Committee may appoint Sub-Committees for specific purposes and may delegate to such Sub-Committees such of its functions as may be deemed expedient.
- Sub-Committees shall keep minutes of their meetings and deliver copies thereof to the Secretary of the Group and the members of the General Committee.
- The General Committee may rescind Sub-Committees whose functions cease to be operative.

### 5. PRESIDENT AND VICE-PRESIDENT

A President and such Vice-Presidents as are deemed desirable may be appointed. Such appointments shall be made in an Annual General Meeting or Special General Meeting and the General Committee shall make the Nominations.

## 6. GENERAL MEETINGS

- The Annual General Meeting shall normally be held in March of each calendar year, but not later than fifteen months from the date of the preceding Annual General Meeting.
- The Secretary will give at least two months notice of the Annual General Meeting to all members (which may be achieved via the Programme Card, newsletter or other written method).
- Any member wishing to put forward a motion or nominate a member for the General Committee at the Annual General Meeting shall provide that motion or nomination in writing to the Secretary at least one month before the meeting.
- The secretary will give ten days final notice in writing to all members of the Annual General Meeting including details of any motions received and nominations received for the General Committee members.
- A Special General Meeting of the Group may be called by the General Committee, giving all members at least ten days notice of such a Meeting.
- A Special General Meeting of the Group may be called by a Requisition in writing, signed by not less than five members, stating the objectives of such a meeting. Thereupon the Secretary shall within one month issue a notice convening a General Meeting to all members giving at least ten days notice of the Meeting.
- Reference to 'months' in the this paragraph refers to calendar months.

## 7. VOTING AT GENERAL MEETINGS

- Members shall be entitled to vote at any (Annual or Special) General Meetings.
- Each member of a Family Membership is entitled to vote.
- Voting at General Meetings will normally be by show of hands.

## 8. ANNUAL REPORT AND STATEMENT OF ACCOUNTS

The Accounts of the Group shall be made up annually to the thirty-first day of December and shall be inspected and signed by a Scrutineer appointed by the Group at the Annual General Meeting.

The Annual Report and the Statement of Accounts shall be presented at the Annual General Meeting.

## 9. SUBSCRIPTIONS

- The Annual Subscription rates shall be determined by agreement in a General Meeting of the Group.
- The General Committee may levy a reduced fee for the first year for those joining on or after 1st July.
- Subscriptions shall become due upon the day of joining, and subsequently on the first day of January in each year.
- Any Member whose subscription is three calendar months in arrears shall be deemed to have resigned their Membership.

## 10. FINANCIAL MATTERS

- The Group shall have power to raise money by means of affiliation fees, subscriptions, donations, legacies, grants-in-aid, loans and other sources.
- The income and property of the Group, whencesoever derived, shall be applied solely toward the furtherance of the purposes of the Group as set forth in this Constitution and no portion thereof shall be paid or otherwise transferred directly or indirectly, by way of dividend, bonus or other means howsoever by way of profit to any Member of the Group provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any servant of the Group or the repayment of out-of-pocket expenses.
- The Group may appoint a custodian trustee or a trust corporation of not less than three persons to hold any property held by or in trust for the Group, or may with the agreement of the Official Custodian for Charities transfer personal property so held and make application for an order vesting in him any other property so held.
- The Bankers of the Group shall be such Bank as the General Committee may decide.
- All cheques and other payments shall be authorised by any two of a panel comprising the Treasurer plus three other General Committee members appointed by the General Committee.

## 11. DISSOLUTION

The Group may at any time be dissolved by a resolution supported by the votes of not less than two-thirds of those present and voting at a Meeting of the Group for which at least one month's notice in writing shall have been sent to all paid-up Members of the Group. Such resolution may give instructions for the disposal of any assets held by or in the name of the Group provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid or distributed among the Members of the Group but shall be given or transferred to such other charitable institutions or institutions having purposes similar to some or all of the purposes of the Group as the Group may, with the approval of the Charity Commissioners or other authority having charitable jurisdiction, determine.

## 12. ALTERATION OF THE CONSTITUTION

The foregoing Constitution shall not be altered, amended or rescinded, except with the approval of a two-thirds majority of those present at a General Meeting called for the purpose, provided that no alteration to Clause 2 be made without the approval of the Court, the Charity Commissioners or other authority having charitable jurisdiction.

In case of doubt the General Committee shall be called upon to determine the interpretation of the Constitution.

March 2015