



Bolsterstone Archaeology and Heritage Group

CONSTITUTION

Name

The organisation shall be known as Bolsterstone Archaeology and Heritage Group.

Objectives

The Group is an independent voluntary association comprised of individuals who wish to research, share and disseminate information about the history of the Bolsterstone area of South Yorkshire. Bolsterstone Archaeology and Heritage Group (BAHG) aims to develop wider participation in the archaeological processes undertaken, in order to increase understanding of the history of the area. The participation of both individuals and groups from the local community will be actively sought. BAHG will seek to ensure both that appropriate high quality training in archaeological field techniques is available to all participants, and that opportunities will be sought to maximise the use of archaeology as a vehicle to deliver training in other skills.

Membership

Membership shall be open to all those who support its aims. Membership is on an equal and individual basis. A membership list (names only) will be held by the Treasurer for the purposes of tracking subscriptions. The membership fee will be £7 per annum.

It shall be a condition of membership that members shall conduct themselves at all times in a reasonable manner, at meetings, at events or in premises used by the group. Any members may be excluded for breach of this condition, or for any conduct contravening the objectives of BAHG, by a majority of those present, and voting in any Committee or Special General Meeting. Any member so excluded shall have the right of appeal to the following Special General Meeting.

Conduct of Business

The business of Bolsterstone Archaeology and Heritage Group shall be co-ordinated by a Committee, which shall consist of 7 roles - Chair, Vice Chair, Treasurer, Secretary, Programme Secretary, Communications Secretary and Membership Secretary, and 2 members, comprising not more than 9 members in all. The Chair will not normally serve for more than 3 years, except at the discretion of the committee, subject to confirmation at the Annual General Meeting.

Any subscriptions or other monies raised by, or on behalf of, BAHG shall only be applied in furtherance of the Objectives of the said group. Members representing the organisation will follow the policies of the organisation.

The election or removal of officers and other Committee members may only be carried out at an Annual or Special General Meeting. If any vacancy arises, the Committee may temporarily fill any vacancy from its members, until the next Annual General Meeting of BAHG. The Committee shall have the power to co-opt as necessary, for fixed periods of time, special additional advisory members able to offer specialist advice.

The Committee will ensure that safeguarding procedures are in place so that members are aware of who to contact in the event of any concerns. The Committee will also conduct risk assessments of activities to ensure the health and safety of members.

Compliance with General Data Protection Regulations (GDPR), which came into force in May 2018, requires that BAHG members give permission for their personal data to be held and they can request to opt out at any time. The policy is to hold data only for the purposes of communicating with the membership and the administration of the Group. Members' names, addresses and emails are held on a spreadsheet by the Membership Secretary and Secretary, and emails used for the purpose of distributing information. When communicating by email, blind copies are used to ensure email addresses are not shared. None of this information is shared with third parties without express permission.

Sub Groups

General meetings of BAHG and the Committee shall from time to time create working groups/project teams as appropriate. These sub-groups will report back to the Committee and to the Group. The sub-groups will require Committee approval for any financial expenses.

Committee Meetings

The Committee shall meet as necessary, but not less than four times in each year. Committee meetings shall be open to all Committee members. Other members of BAHG may attend meetings as observers only and, at the discretion of the Chair, may participate in discussion but may not take part in any vote conducted. The Committee meeting will require at least one third of its membership to be present in order to be quorate.

Annual General Meeting

The Committee shall call an Annual General Meeting of the Group. Not less than 28 days notice of the AGM shall be given to all members. The Committee will present the Annual Report of the Bolsterstone Archaeology and Heritage Group. The Treasurer or another nominated officer shall present the Annual Accounts of the previous year. Any proposals submitted to the Secretary in writing not less than 7 days in advance of the meeting shall be discussed. When a vote is required to reach a decision, a simple majority will be used. In the event of a tie, the Chair of the meeting will have a casting vote.

Special General Meetings

The Secretary shall call a Special General Meeting at the written request of at least 5 members of BAHG giving reasons for their request. The Secretary shall give no less than 7 days notice of the holding of a Special General Meeting, which shall take place within 21 days of the request. A Special General Meeting of BAHG is the final decision-making body.

Notice of Meetings

Notice of all meetings shall be sent to each member by post or e-mail, and shall include the date, time and place of meetings and an agenda of matters to be discussed. Talks, workshops and other activities will also be advertised in the local press, social media and on noticeboards in venues such as the Library.

Duties of Officers

The Chair (or in his/her absence a duly nominated replacement) shall conduct the Annual, Special General and Committee meetings of BAHG. The Chair will introduce speakers at talks, and generally represent BAHG as necessary.

The Treasurer shall be responsible for opening and maintaining a bank account in the name of Bolsterstone Archaeology and Heritage Group. All cheques must be signed by two members of the Committee nominated by the Committee as signatories. The Treasurer shall keep proper accounts of income and expenditure, and report on them or deliver them up as required by the Committee or Annual General Meetings of BAHG. The Treasurer will collect subscriptions and fees at meetings and ensure speakers are paid, as well as ensuring public liability insurance is kept up to date.

The Secretary shall be responsible for convening meetings and giving the prescribed notice to members. The Secretary shall ensure that a proper record is kept of the Annual, Special General and Committee meetings of BAHG and any sub-groups, in the form of minutes. The Secretary shall provide such minutes as required by the Committee or Annual General Meeting of BAHG, and shall permit all minutes to be examined by any member of BAHG. The Secretary, with support from the Committee, will arrange a programme of speakers and visits for members, and book venues.

The Membership Secretary will welcome new members and maintain a record of members' personal and contact details (in line with GDPR) in liaison with the Treasurer. The Membership Secretary will also keep in contact by email or post with members to share news and information.

Other committee members will ensure that talks and events are advertised, that IT equipment belonging to BAHG is used appropriately, that the BAHG website is maintained, that the venue is opened and secured, and that refreshments are provided for talks.

Powers

In furtherance of the Objectives but not otherwise, BAHG may exercise the following powers to:

- Initiate and organise public projects, events and activities, including projects, events and activities, in collaboration with other organisations.
- Open appropriate bank accounts and undertake any other financial or managerial arrangements with outside parties to ensure proper pursuit of the Objectives of BAHG.
- Raise funds and to invite and receive contributions: provided that in raising funds BAHG shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations.
- To employ such staff or consultants as deemed necessary by the Committee in order to assist in the fulfilment of the Objectives of BAHG.
- To pursue any lawful activity as deemed necessary by the Committee in order to assist in the fulfilment of the Objectives of BAHG

Alterations to the Constitution

Any proposals to alter this Constitution shall be put to an Annual or Special General Meeting called for that purpose. Not more than two Special General Meetings for the express purpose of changing the Constitution shall be called in any one year. Any alteration shall require the approval of the majority of those present at the Annual or Special General Meeting of the BAHG.

Dissolution

There shall be general agreement from all members of BAHG at a Special General or Committee meeting to decide on its own dissolution. The assets, financial and otherwise, remaining when BAHG has satisfied its own liabilities shall be applied for such purposes of benefit to the local community as the meeting shall decide.

Original October 2008; revisions approved by the AGM October 2018; revisions approved by the AGM in October 2022; revisions approved by the October 2023 AGM