

# **Altogether Archaeology**

## **Constitution**

*This version (v2) approved at the Annual General Meeting held on 18th March 2017*

### **Name**

1) The name of the organisation shall be Altogether Archaeology.

### **Aims**

2) The aims of the Group shall be to engage its members and local communities in fieldwork and research which will continue to expand knowledge of the archaeological heritage of the North Pennines. This will include:

(a) engaging in research projects in collaboration with professional archaeologists and other partners to develop a fuller understanding of the archaeology of the North Pennines;

(b) providing opportunities for members to increase their knowledge of archaeological methods and practices via education, research, fieldwork and training;

(c) raising awareness of the rich and diverse archaeological heritage of the North Pennines amongst members and local communities.

### **Powers**

3) To further these aims the Management Committee shall have power to:

(a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.

(b) Work together with local authorities, voluntary organisations, other relevant bodies, and the residents of the North Pennines in a common effort to carry out the aims of the Group.

(c) Do all such lawful things as will further the aims of the Group.

### **Membership**

4) Voting membership shall be open to anyone aged 16 or over who supports the aims of the Group.

5) All members who have paid the annual subscription (if any) appropriate to their class of membership shall be entitled to vote at Annual and Special General meetings of the Group.

6) Annual membership subscriptions shall be as determined from time to time by the Management Committee and shall be payable on or before 1<sup>st</sup> April each year. Membership shall lapse if a subscription is unpaid six months after it is due. The subscription of a member joining the group in the three months preceding 1<sup>st</sup> April in any year shall be regarded as covering membership for the Group's subscription year commencing on 1<sup>st</sup> April following.

## **Management**

7) A Management Committee consisting of a Chair, Secretary, Treasurer and up to nine other voting members shall manage the Group.

8) The Chair, Secretary and Treasurer shall each be elected to serve for a term of three years and shall be eligible to stand for re-election at the end of their terms of office.

9) Committee members shall likewise be elected to serve for a term of three years and shall be eligible to stand for re-election at the end of their terms of office. Except that in the three years following the adoption of this Constitution the following special arrangements shall apply. One third of the committee members shall retire at the end of each of these three years and fresh elections shall take place for these positions. Retiring committee members shall be eligible to stand for re-election.

10) Elections of Chair, Secretary, Treasurer, and committee members shall normally take place at Annual General Meetings of the Group but may also take place at Special General Meetings convened for that purpose. If so approved by a resolution passed at a General Meeting, an election or elections may alternatively take place by means of a postal ballot of the membership.

11) The committee may co-opt up to a further three voting members who shall resign at the next Annual General Meeting.

12) The committee shall meet at least five times each year.

13) At least three committee members must be present at a committee meeting to be able to make decisions.

14) At committee meetings each committee member shall have one vote but if there is an equality of votes the person chairing the meeting shall have a casting vote in addition to any other vote.

15) A proper record of all transactions and meetings shall be kept.

## **General Meetings**

16) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.

17) Notices of the AGM shall be published three weeks beforehand and a report on the Group's financial position for the previous year will be made available at the same time.

18) A Special General Meeting may be called at any time at the request of the committee, or not less than one sixth of the membership or twenty members whichever is the greatest. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

19) One tenth of membership or fifteen members being present, whichever is the greater, shall enable a General Meeting to take place.

20) At Annual and Special General Meetings each member entitled to vote shall have one vote but if there is an equality of votes the person chairing the meeting shall have a casting vote in addition to any other vote.

21) Proposals to change the constitution must be given in writing to the Secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

## **Accounts**

22) The funds of the Group including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee. All cheques drawn on the account operated by the Management Committee must be signed by at least two members of the Management Committee.

23) The funds belonging to the Group shall be applied only to further the aims of the Group.

24) A current record of all income, funding and expenditure will be kept.

## **Dissolution**

25) The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.

26) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

Signed by Chair ..... Date .....

Signed by Secretary ..... Date .....

Signed by Treasurer ..... Date .....