

## CHICHESTER AND DISTRICT ARCHAEOLOGY SOCIETY

# CONSTITUTION

### 1. NAME

The Society shall be called THE CHICHESTER AND DISTRICT ARCHAEOLOGY SOCIETY.

### 2. OBJECTS

- i. To promote public interest in archaeology.
- ii To encourage the study and preservation of the archaeological heritage of Chichester and surrounding area. *(This item amended following the AGM held on 9<sup>th</sup> December 2015)*
- iii To work/liaise/co-operate with local and national organisations (e.g. societies, institutions and museums) with similar aims. *(This item amended following the AGM held on 9<sup>th</sup> December 2015)*
- iv To arrange or assist in arranging lectures, classes, seminars, exhibitions and other educational activities in furtherance of the above aims.
- v To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise.
- vi To support through subscriptions and donations other bodies having comparable interests.
- vii To do all other such lawful things as shall further the objects of the Society.
- viii To produce reports on the results of any investigative work undertaken and to publish such reports in journals, papers or other appropriate method. *(This item added following the AGM on 4<sup>th</sup> December 2019).*

### 3. MEMBERSHIP

- I Membership of the Society shall be open to any person or body corporate wishing to further the objects of the Society.
- ii As well as Ordinary Members, the Committee shall have the power to determine other categories of membership - e.g. student members, life members, honorary members - and shall determine the right of such categories of members to vote at meetings.
- iii The Committee shall have the power to limit the number of Members and the names of applicants shall be put on a waiting list pending vacancies.
- iv The Committee shall have the power to decline any application for membership or to terminate the membership of any Member provided that the Committee shall be unanimous. The reason shall be communicated to the person or body concerned, and an aggrieved applicant or Member shall have the right of appeal to a General Meeting of the Society.
- v A Member who wishes to resign shall give written notice to the Secretary.
- vi Every Member shall be entitled to a copy of the Constitution.
- ix. There is a specific duty on the Committee that relates to the management of the society's website. Given the specialised and technical nature of this function the Member who fills this role can serve for more than four consecutive years on the committee. However, that Member needs to be re-elected each year. *(This item added following the AGM held on 7<sup>th</sup> December 2016)*

4. SUBSCRIPTIONS

- i The rate of annual subscription payable by Ordinary Members and any other categories of members as the Committee may institute shall be decided each year at the Annual General Meeting of the Society and shall fall due on 1<sup>st</sup> April each year.
- ii Any Member joining after 1<sup>st</sup> January shall pay only half the subscription then in force for membership up to 31<sup>st</sup> March of that year.
- iii Any Member whose subscription is unpaid by 31<sup>st</sup> May in any year may be deemed to have resigned from the Society.

5. ACTIVITIES

- i The Committee shall organise an annual programme which may include:-
  - a) Lectures, seminars, discussions and exhibitions, primarily during the winter: and
  - b) Excursions, primarily during the summer, all relating to subjects and places within a wide interpretation of the Society's objects: and
  - c) Archaeological fieldwork, including surveys and excavations, either independently or in co-operation with bodies with comparable interests: and
  - d) Such social events as the Committee may from time to time arrange.
- ii Non-members may attend events in a) b) and d) above only if there are vacancies not filled by members and on payment of an extra sum to be decided by the Committee, and in c) if expressly invited by the Organiser with the question of an extra charge decided on an individual basis. (*This item amended following the AGM on 10<sup>th</sup> December 2014*)
- iii The Committee shall authorise the publication of Newsletters and other material relevant to the objects of the Society.

6. MANAGEMENT

- I The Society shall be managed by its Officers and Committee.
- ii The Officers, all of whom shall be Members at the time of election, shall be the President, the Secretary, the Treasurer and the Chairman of the Committee.
- iii The Committee shall consist of the Officers (all ex officio) and not fewer than four and not more than ten Ordinary Members, from whom the Committee may, at their discretion, appoint additional Officers for specific duties.
- iv The President shall be elected at the AGM. His term of office shall be for two years but he may not serve for more than three consecutive terms; the other Officers and Members shall be elected at the Annual General Meeting to serve for one year, and shall be eligible for re-election from year to year, but may not serve for more than four consecutive years.
- v Nominations for Officers and Members of the Committee shall be submitted in writing to the Secretary but may also be made verbally by Members attending and entitled to vote at the Annual General Meeting.
- vi The Committee shall meet at least four times per annum and at each meeting any six members of the Committee shall form a quorum, provided that at least two of the Officers shall be present.
- vii The Committee shall have the power to co-opt up to three Members to serve on the Committee prior to the next AGM.
- viii The Committee shall also be empowered to co-opt a replacement in the event of a casual vacancy occurring amongst the Officers or Members of the Committee, such a person to serve until the next AGM.

- ix The Committee shall be empowered to appoint sub-committees at its discretion. Any sub-committee so appointed shall conform to any regulation imposed on it by the Committee. Any such sub-committee shall include at least one Member of the Committee.
- x The service of all Officers and Committee Members shall be honorary, but the Society shall reimburse out of its funds all expenses and payments necessarily incurred on behalf of the Society.
- xi The Annual General meeting shall be held in December each year. The papers must be sent to each Member 14 days before a meeting.
- xii Alterations to this Constitution shall receive the assent of two-thirds of the Members present and voting at the Annual General Meeting or a special General Meeting. A resolution for the alteration must be received by the Secretary at least 21 days before such a meeting. At least 14 days notice of such a meeting must be given by the Secretary to the Membership, and must include notice of the proposed alteration.
- xiii The Dissolution of the Society may be effected only by the resolution passed by three-quarters of the membership present in person, or by proxy, at a special General Meeting convened for that purpose, and of which notice has been served on every current Member. Property and assets (if any) shall be transferred to an institution or institutions having objects similar to some or all of the objects of the Society.

## 7. ACCOUNTS

- I The Society shall maintain such bank or building society accounts as the Committee shall decide.  
The Treasurer, the Secretary or the Chairman shall be authorised signatories entitled to draw on such accounts by way of a single signature. *(This item amended following the AGM held on 18 December 1996)*
- ii The Committee may invest funds surplus to the Society's immediate requirements.
- iii The financial year of the Society shall commence on 1<sup>st</sup> September. *(This item amended following the AGM held on 17 December 1997)*
- iv The Treasurer shall keep proper books of account which shall be audited annually by a Member or Members of the Society who are not members of the Committee. Accounts for the preceding year shall be presented to the Society at its Annual General Meeting, the agenda and a copy of the audited accounts being sent to each Member of the Society not less than 14 days before the Meeting.
- v At every committee meeting the Treasurer shall show the latest Bank and/or Building Society statements to the Chairman, or to another Committee Member nominated by the Chairman. *(This item added following the AGM held on 20 December 2000)*

## 8. CONDUCT OF MEETINGS

- I Special General Meetings may be convened by the Committee, or by any ten Members giving notice to the Secretary, which shall state the business to be considered at the meeting. Each Member of the Society shall be given at least 14 days notice of any such meeting.
- ii Apart from matters involving alterations to the Constitution, or the dissolution of the Society, the resolutions of the majority present and voting shall be binding at all meetings of the Society or of the Committee, the Chairman having a casting vote. If he chooses not to use it, the decision shall be in favour of the status quo.
- iii Voting shall ordinarily be by show of hands, but may be by ballot if the meeting so resolves.
- iv At any General Meeting a quorum shall be 15 fully paid up members.

9. INTERPRETATION

In this Constitution the masculine gender applies also to the feminine.

CDAS Constitution 191204