

CONSTITUTION



1. Name

The name of the group shall be **Archaeology in Mind (AiM)**

2. Aims

The aims of **Archaeology in Mind** will be:

- **To provide** an opportunity to bring people together who are genuinely interested in archaeology
- **To encourage** community participation in archaeology

3. Objectives

The objectives of **Archaeology in Mind** will be:

- **To work** with local partners in our research of archaeological sites
- **To ensure** local archaeology is investigated and recorded appropriately
- **To build** on the history of the local area already recorded

4. Membership

Membership is open to anyone who:

- is aged over 18 years; and
- lives in Wednesfield or the surrounding area; and
- supports the aims and objectives of **Archaeology in Mind**

Membership will begin as soon as the membership form and the annual payment has been received.

5. Ceasing to be a Member

Members may resign at any time in writing; no refund of fee will be given.

Any member who has not paid their membership within one month of renewal date will be deemed to have resigned.

There will be an annual membership fee which will be payable by all members.

A list of all members will be kept by the membership secretary.

6. Rules/Conditions

Any offensive behaviour, including racist, sexist, or inflammatory remarks, will not be tolerated. Anyone behaving in an offensive way or breaking the equal opportunities policy, may be asked not to attend further, or to resign from the group, if an apology is not given or the behaviour is repeated.

All records, documentation, photographs, and information etc are copyright and may not be used or reproduced without permission of the Chair.

ALL finds MUST be placed in the finds trays on site. NO finds may be kept by individuals. NO independent metal detectors may operate on any sites, either whilst attending digs, by returning to site, or by passing on information to other parties.

Any offenders will be reported.

7. Equal Opportunities

Archaeology in Mind will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, or age.

8. Officers and Committee

The business of the group will be carried out by a Committee which will meet as necessary. The Committee will consist of four officer role members. One additional member may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- Treasurer, who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

9. Meetings

To be arranged as and when.

9.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing at least three weeks before the date of the meeting, giving the venue, date, and time.

The quorum for the AGM will be three Committee members.

At the AGM:-

- The Committee will present a report of the work of **Archaeology in Mind**.
- The Committee will present the accounts of **Archaeology in Mind** for the previous year.
- Any proposals given to the Secretary at least seven days in advance of the meeting will be discussed.

9.2 General Meetings

General Meetings are open to all members and will be held at least once every six months, or when necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by email.

The quorum for a General Meeting shall be 10% of the membership or five members, whichever is the greater number.

10. Rules of Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

11. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee with two cheque signatories, one to be the Treasurer. The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments, or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of **Archaeology in Mind** is only to be used to further the aims of the group, as specified in Item 2 of this constitution.

12. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

13. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

14. Limitation of Liability

The founder, committee, and members are not responsible or liable for any debt or contracts brought to the group from any member, nor are we responsible for any offensive, inappropriate, obscene, or unlawful behaviour of any member. Each member takes full responsibility for their own behaviour as agreed and signed on their membership form. All persons on site will be shown/provided with a copy of the relevant Risk Assessment. It is the individual's responsibility to ensure that they follow the guidelines appropriately. We are obliged to draw your attention to factors of personal safety and accident prevention (as outlined within the relevant Risk Assessment document, and any further guidelines resulting from the process of Dynamic Risk Assessment on site). The AiM group cannot be held liable for any personal injury accidents.

This constitution was agreed at the Annual General Meeting of Archaeology in Mind on:
6 October 2018

Date 6/10/19.

Name and position in group: **Heather Dunn Secretary**

Signed 

Name and position in group: **Andy Gould Membership Secretary**

Signed 

Name and position in group: **Michael Durrant Treasurer**

Signed 

Name and position in group: **Eileen Matthews Chair**

Signed 

January 2018