

RULES OF BRIGHTON AND HOVE ARCHAEOLOGICAL SOCIETY

Registered Charity No. 206372

1. NAME

The Society shall be called 'Brighton and Hove Archaeological Society'.

2. OBJECTS

The Objects shall be to undertake and promote the study and appreciation of archaeology and local history and to ensure the proper recording and preservation of local antiquities and the area's heritage.

3. PRESIDENT

On the recommendation of the Committee, the Society may at an Annual General Meeting elect a person to be President of the Society who shall hold this honorary office for a period of up to three years and shall be eligible for re-election. The President need not be a member of the Society but shall be an honorary member for the duration of their term of office. The President may attend any Committee meetings without having any voting power.

4. OFFICERS

The Officers of the Society shall be the Chairperson, the Treasurer, the Secretary, and such Assistant Secretaries and other posts as may be required, all of whom must be members of the Society. All Officers shall be elected annually at the Annual General Meeting and shall be eligible for re-election except that the Chairperson shall not hold office for more than three consecutive years with at least one year before holding that office again.

5. COMMITTEE

The affairs of the Society shall be managed by a Committee (with power to delegate) consisting of the Officers referred to in Rule 4, and not more than three other elected members. These elected members may not remain on the Committee more than three years without standing for re-election at the Annual General Meeting. The Committee may fill casual vacancies amongst the Officers or Committee from members of the Society; persons so appointed shall hold office until the following Annual General Meeting. In the absence of the Chairperson, the Treasurer or the Secretary, in that order, shall preside at Committee meetings. When a vote is taken the Chairperson or (as the case may be) the Treasurer or the Secretary shall have the casting vote in any Committee decisions. The Committee may set up such sub-committees as may be deemed desirable. **A quorum at committee meetings shall be either 1. more than 50 percent, of the then current Committee Members, or 2. six, whichever shall be the lesser.** Meetings shall be held as required by agreement of the Chairperson and Secretary and not less frequently than four times a year.

The Trustees of the Society shall be the Officers and all other elected members of the Committee.

6. POWERS

In furtherance of the Objects but not otherwise the Committee may exercise the following powers:

- (1) Power to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (2) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them;
- (3) Power to establish or support any charitable trusts, associations or institutions formed for all or any of the Objects;
- (4) Power to appoint and constitute such advisory committees as the Committee may think fit;
- (5) Power to do all such other lawful things as are necessary for the achievement of the Objects.

7. ANNUAL REPORTS

The Committee shall publish an Annual Report which shall include a statement of accounts and other information regarding the Society consistent with the recommendations of the Charity Commissioners. The Report shall be sent to all members of the Society at least 14 days before the Annual General Meeting.

8. MEMBERSHIP

Applications for membership shall be made to the Assistant Secretary (Membership). The Committee may at its absolute discretion: a) reject any application for membership (or renewal of membership), b) remove from the register of members any member if the Committee considers that it is in the best interests of the Society to do so.

9. CLASSES OF MEMBERSHIP AND SUBSCRIPTIONS

There shall be the following classes of membership:

Ordinary Members

Associate Members – Full time students at school, college or university

Honorary Members – Persons who have rendered significant service to the Society

The Committee shall set the rates of annual subscription for the Ordinary and Associate members. Subscriptions shall be payable on application and thereafter on 1st October in each year. New members shall pay the full annual fee regardless of the time of year they join. However, if they join in the last three months of the Society's financial year, then they will not have to pay again at the next renewal date but will continue to be a member until the following renewal date, giving them at most 15 months' membership for their first payment. Any member whose subscription has not been paid in full by the 1st January after it is due, and after notification of this fact,

shall be removed from the register of members (until such time as the subscription is paid).

10. FINANCE

The money and other assets of the Society shall be used for the furtherance of the Objects and not for any other purpose but this shall not prevent the payment to members of the Committee or any sub-committee of reasonable out-of-pocket expenses.

The Treasurer shall keep proper records of the Society's financial affairs and shall report regularly to the Committee.

Annual accounts shall be prepared to each September 30th. The accounts shall be scrutinised by a suitably competent person appointed at an Annual General Meeting.

The Society shall open and maintain a bank account or accounts in the name of the Society with such bank or banks as the Committee shall from time to time select. Every account shall be under the control of the Committee. Cheques must be signed by the Treasurer and by one other authorised member of the Committee.

On-line transactions must be agreed in writing or by email, in advance by at least two committee members, one of whom may be the Treasurer. The Treasurer alone will be responsible for actioning with the relevant bank any transaction so agreed. No on-line payment is to exceed £500 without the agreement of the Committee.

The Committee shall have power to invest the funds of the Society in any interest-bearing account available to Trustees authorised under the Trustee Act 2000.

11. DISSOLUTION

If upon dissolution of the Society there remains after satisfaction of all debts and liabilities any property whatsoever the same shall not be paid or distributed among members of the Society but shall be given or transferred to some other charitable institution having Objects similar to those of the Society.

12. MEETINGS AND EXCURSIONS

The Committee may arrange and approve programmes of ordinary meetings and excursions. Members may bring guests to such events subject to any rules which the Committee may make. Members of the public may attend lectures and such other functions as the Committee may determine. The Committee shall approve charges which may be differential rates for admission to meetings or other events; and such charges shall be suitably advertised.

13. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in December for the purpose of receiving the Annual Report, electing Officers and Committee members, approving the statement of accounts and transactions and any other business of which at least 14 days notice shall be given.

14. SPECIAL GENERAL MEETING

A Special General Meeting of which at least 14 days notice shall be given, specifying the reason for the meeting, shall be called by the Secretary on the instructions of the Committee or at the written request of at least 25 members.

15. MEETING CHAIRPERSON

The Chair at the Annual General Meeting or Special or Ordinary meetings shall be taken by the Chairperson or in their absence by the Treasurer or the Secretary in that order.

16. CHANGE TO RULES AND PUBLICITY

- (1) Subject to the following provisions the Rules may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of general meetings must include notice of the resolution, setting out the terms of the alteration proposed;
- (2) No amendment may be made to clause 1 (the name of the Society), clause 2 (the Objects clause), clause 11 (the dissolution clause) or this clause without the prior consent in writing of the Charity Commissioners;
- (3) No amendment shall be made which would have the effect of making the Society cease to be a charity at law;
- (4) The Committee shall promptly send to the Commissioners a copy of any amendments made under this clause;
- (5) Following any major revision, the updated Rules shall be found on the Society's website and paper copies shall be made available, on request, to members and members of the public.

17. OTHER MATTERS

All matters not specifically dealt with in these rules shall be decided by the Committee and, if material, shall be reported to the next ensuing Annual General Meeting.