

# The Bristol and Gloucestershire Archaeological Society

## Rules of the Society

### 1 *Name and Objects of the Society*

The Society shall be called the BRISTOL AND GLOUCESTERSHIRE ARCHAEOLOGICAL SOCIETY

Its objects shall be to promote an interest in the antiquities of Bristol and Gloucestershire, and to encourage the study of archaeology, principally by:

- a) holding meetings in the county and elsewhere.
- b) printing for its members reports of its meetings and papers of antiquarian genealogical and historical subjects.
- c) printing ancient records and manuscripts relating to Bristol and Gloucestershire.
- d) establishing and maintaining libraries and museums.
- e) advocating and encouraging the preservation of sites and buildings of historic and architectural interest.

### 2 *Constitution of the Society*

The Society shall consist of Honorary Members, Ordinary Subscribing Members, Associate Subscribing Members and Institutional Members.

### 3 *Ordinary Subscribing Members*

Any person shall be eligible to become an ordinary subscribing member.

- a) Elections shall be made by the Council of the Society either:
  - i) after the submission to the General Secretary of a nomination form signed by a candidate for election and by two members of the Society, one of who must know the candidate personally, the names of such candidate and proposer and seconder to be printed, if received in time, on the notice of the meeting of Council next ensuing after the receipt of the nomination form; or
  - ii) on the nomination of a member of Council when present at a meeting of Council.
- b) Ordinary members resident in the United Kingdom shall pay an annual subscription of £10; ordinary members resident abroad shall pay an annual subscription of £13; members who compounded their subscription for life under former provisions of these Rules shall continue to enjoy the privileges of ordinary subscribing membership.
- c) Subscriptions shall be paid on election to membership, and on 1 January in every subsequent year in respect of the year then beginning.
- d) Ordinary subscribing members shall be entitled to the following privileges:
  - i) to attend the meetings of the Society and to vote on questions put to the meetings.
  - ii) to receive one free copy of each issue of the Society's *Transactions* produced for the period of their membership PROVIDED THAT no member shall so receive a copy of an issue for a year for which his subscription is unpaid.

- iii) to have access to the Society's library and to use the books subject to such conditions as the Council may from time to time determine.
- iv) to receive one copy of each record series volume published provided that the supplemental 'record' subscription of such sum as Council shall from time to time determine has been paid in respect of the year or years in which the volume is published.

#### 4 *Honorary Members*

The council may at any time nominate for election at a General Meeting of the Society as an honorary member any person who is eminent in archaeology or has rendered special services to the Society. Honorary members shall enjoy the privileges of ordinary subscribing members but shall pay no entrance fee or subscription.

#### 5 *Associate Subscribing Members*

Ordinary subscribing members and honorary members may nominate persons living in their house as part of their household as associate subscribing members. Associate subscribing membership shall be subject to the provisions of Rule 3 EXCEPT THAT associate subscribing members shall:

- a) pay a subscription of £5.
- b) not be entitled to receive free copies of publications issued free to other classes of members.
- c) cease to be associate subscribing members when they no longer belong to the household of an ordinary subscribing member or honorary member.

#### 6 *Institutional Members*

A library, society, or other institution may be elected by the Council to institutional membership in return for an annual payment of £10 (overseas £13) on 1 January each year. Institutional members shall be entitled to:

- a) receive free all publications issued free to ordinary subscribing members.
- b) receive other publications of the Society at prices less than those charged to non-members.
- c) attend meetings of the Society, but not to vote, in the person of the secretary of the institution or his nominee

#### 7 *Cessation of Membership*

Membership of the Society shall cease:

- a) by voluntary resignation, after payments of all subscriptions that may be due.
- b) by breach of the Rules of the Society.
- c) by conduct which in the opinion of the Council would bring discredit on the Society.
- d) by application of clause (c) of Rule 5.

PROVIDED THAT

- i) no membership shall cease under clauses (b) or (c) of this Rule until a resolution to that effect be passed by the Council, and
- ii) a copy of any such resolution be sent to the member to whom it relates

AND PROVIDED NEVERTHELESS THAT the Council may remove from the list of members the name of a member whose subscription is three years in arrears.

## 8 *Visitors*

Members may introduce visitors to the meetings, other than business meetings, of the Society on taking the necessary tickets in accordance with the terms indicated from time to time in the programme of arrangements prepared for such meetings. Such tickets shall not include any privileges of the Society other than those of attending such meetings.

## 9 *The Council of the Society*

The affairs of the Society shall be managed by a Council consisting of ex-officio members and not more than 30 elected members. Six members shall form a quorum.

The ex-officio members shall be:

President of the Society  
Chairman of the Council  
Vice-Chairman of Council  
Vice-Presidents of the Society  
Editor of the Society's *Transactions*  
General Secretary  
Secretary for Bristol  
Secretary for Gloucestershire  
Librarian  
Treasurer  
Meetings Secretary  
Record Series General Editor

## 10 *President and Vice-Presidents of the Society*

The President shall be elected at a General Meeting of the Society. The President shall take the chair at all general meetings of the Society; in the absence of the President one of the Vice-Presidents shall be elected to the chair by the members present.

The Vice-President of the Society shall be:

- a) all past Presidents of the Society for as long as they remain members and desire to remain on the Council, and
- b) not more than four who shall be elected at a General Meeting of the Society, shall hold office for a period of four years and shall not be eligible for re-election immediately thereafter.

## 11 *Chairman and Vice-Chairman of Council*

The Chairman and Vice-Chairman of Council shall be elected by the Council annually, and shall not hold office for more than three consecutive years. If the Chairman represents Bristol the Vice-Chairman shall, unless there is any reason to the contrary, represent Gloucestershire and vice-versa. The Chairman of Council shall preside at all meetings of the Council; in his

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absence the Vice-Chairman shall preside; and if the Vice-Chairman is also absent some other member of Council shall be elected to the chair by the members who are present.

### 12 *Treasurer*

The treasurer shall be elected annually at a General Meeting of the Society:

- a) The Treasurer shall be responsible for transacting the financial business of the Society.
- b) The bank account or accounts of the Society shall be kept at such bank or banks as the Council shall determine.
- c) Cheques drawn on such accounts for payments approved by the Council shall be signed by the Treasurer or by such other officer of the Society as the Council shall from time to time appoint to sign jointly with or in place of the Treasurer.
- d) The Treasurer shall prepare an annual statement of accounts to the 31 December and after audit or examination, submit it to the General Meeting of the Society in the year following.

### 13 *General Secretary of the Society*

The General Secretary shall be elected annually at a General Meeting of the Society. The General Secretary shall:

- a) personally or by deputy attend the meetings of the Society and of Council, and enter in a minute book the proceedings, and shall afterwards carry out the instructions and resolutions passed at such meetings.
- b) send out notices of the business meetings of the Society and of the meetings of Council.

### 14 *Editor of the Transactions*

The Editor of the *Transactions* of the Society shall be elected annually at a General Meeting of the Society. It shall be the duty of the Editor of the *Transactions* to edit and supervise the printing of the *Transactions* and of such other publications as Council may decide. The duties of the Editor of the *Transactions* may be shared.

### 15 *Record Series General Editor*

The General Editor of the Record Series shall be elected annually at a General Meeting of the Society. It shall be the duty of the General Editor to seek and encourage the preparations of suitable records for publication as an annual series and to advise on proposals for publications, if desirable with the assistance of appropriate experts; to liaise with and advise authors on the presentation of their texts including introductory matter, illustrations and indexes; and to supervise the printing of record volumes.

### 16 *Librarian*

The Librarian shall be elected annually at a General Meeting of the Society, and shall be responsible for the administration of the Society's Library under the direction of the Council and Library Committee.

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### 17 *Meetings Secretary, Secretary for Bristol, Secretary for Gloucestershire*

The Meetings Secretary, the Secretary of Bristol and the Secretary for Gloucestershire shall be elected annually at a General Meeting of the Society and shall (jointly or severally):

- a) arrange lectures, field meetings, and excursions under the provisions of Rule 27.
- b) be authorised to issue tickets, collect all sums due and pay all expenses in connection with such meetings and to prepare and issue programmes.
- c) Submit to the Council a statement of receipts and payments in connection with meetings held.

### 18 *Out-of-pocket Expenses and Remuneration of Officers*

- a) Persons incurring reasonable and proper expenses shall be reimbursed in accordance with arrangements determined from time to time by the Finance and General Purposes Committee.
- b) Council, after considering a recommendation by the Finance and General Purposes Committee, shall determine the remuneration to be awarded to the auditor or examiner of the Society's accounts, or to others for extraordinary services.

### 19 *Elected Members of Council*

Ordinary subscribing members, honorary members, and the representatives of institutional members shall be eligible for election to the Council. The elected members shall:

- a) be elected at a General Meeting of the Society on the nomination either:
  - i) of Council as advised by the Finance and General Purposes Committee; or
  - ii) of any two members of the Society being ordinary subscribing members or honorary members, such nomination to be made in writing to the General Secretary before the 1st of December preceding the General Meeting, and signed by the Proposer, Seconder and Nominee
- b) serve until the next General Meeting or until their earlier resignation from the Council or from the Society. Casual vacancies in the elective membership of the Council may be filled by the Council.
- c) represent the under-mentioned areas on the Council in the following propositions so far as possible:

City of Bristol	9 members
Gloucestershire (including South Gloucestershire)	18 members
not assigned	3 members

- d) be charged with the duty of:
  - i) promoting the interests of the Society in the areas which they represent.
  - ii) reporting to the General Secretary or the Council any archaeological discoveries or matters of special interest that may occur in those areas.
  - iii) furnishing the Council with such local information as the Council may from time to time desire

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### 20 Auditor

- a) An auditor or examiner shall be elected at a General Meeting of the Society.
- b) Council shall arrange for the Society's accounts to be audited or examined as may be required by law. If neither is required by law, Council shall arrange for the accounts to be examined in such manner as Council shall think fit.

### 21 Plurality of Office

No provision of these Rules shall be deemed to prevent any officer from holding one or more other offices at the same time, if duly elected. The duties of any offices may be discharged jointly or by several persons at once if the Society at a General Meeting so decides.

### 22 Vacancies of Office

If any office named in Rules 10-17 becomes vacant the Council shall have power to fill the same PROVIDED THAT such appointments shall remain in force only until the next General Meeting of the Society.

### 23 Meetings of Council

- a) Meetings of Council shall be ordinary meetings or special meetings:
  - i) The time and place of ordinary meetings shall be arranged at the last ordinary meeting in the preceding year.
  - ii) Special Meetings may be convened by the General Secretary as occasion may require, and shall be convened by the General Secretary within twenty one days of the receipt of a written requisition signed by the President or by the Chairman of Council, or by ten members of Council
- b) Not less than fourteen days' notice of a meeting shall be given to every member of Council.
- c) Every question put to a meeting of Council shall be decided by a simple majority of votes of members of Council present and voting on that question. When the division of votes is equal the Chairman of the meeting shall have a second or casting vote.
- d) No resolution about a grant from the funds of the Society shall be submitted to the Council before a report on it has been made by the Finance and General Purposes Committee.

### 24 Standing Committees of Council

Four standing committees shall be elected annually as follows:

- Finance and General Purposes Committee
- Library Committee
- Excavations and Buildings Committee
- Publications Committee

which shall be charged with such duties or business as the Council shall direct.

- a) Each committee shall consist of:

- i) as ex-officio members the President, the four elected Vice-Presidents, the Chairman and Vice-Chairman of Council, the Treasurer and the General Secretary.
  - ii) five other members of Council but for the Excavations and Buildings Committee eight other members of Council.
  - iii) not more than two members to be co-opted by the Committee.
- b) Members of the Standing Committees shall be nominated by the Council and elected at a General Meeting.
  - c) Four Members of a Committee shall form a quorum.
  - d) The library committee shall include the honorary librarian, if any, or not more than two persons nominated by any institution that hosts the library for the time being.
  - e) The Library Committee shall be responsible for framing rules for the use of the Library, subject to the confirmation of such rules by Council.
  - f) The Record Series General Editor and the Editor of the *Transactions* shall be ex-officio members of the Publications and Finance and General Purposes Committees.
  - g) The Chairman of the Finance and General Purposes Committee shall be an ex-officio member of the other three committees and the Chairman of the Library Committee, the Excavations and Building Committee and the Publications Committee shall be ex-officio members of the Finance and General Purposes Committee.
  - h) The Publications Committee shall be responsible for all matters relating to the editing and publication of *Transactions*, reports, papers, monographs, the Record Series or other publications of any kind.

## 25 *The Committee for archaeology in Gloucestershire*

The Committee for Archaeology in Gloucestershire has been established to co-ordinate and represent archaeological interests and to stimulate and educate the public in archaeological matters. The aims and procedures, membership and functions of the Committee shall be those described in a constitution agreed by the Committee and approved by the Council. Unless provided for to the contrary by that constitution, the Rules of the Society for the conduct of business shall apply to the Committee, which shall report on its work to the Annual General Meeting of the Society.

## 26 *Business Meetings of the Society*

- a) The Society shall hold at least one General Meeting for the transaction of business in each year:
  - i) The time and place of a General Meeting shall be determined by Council.
  - ii) The arrangements for a General Meeting shall be made by the General Secretary and submitted to Council for approval.
  - iii) The agenda of a General Meeting shall be prepared by the Chairman of Council and the General Secretary and submitted by them to Council.
  - iv) A report of the Council on the proceedings of the Society during the past year and a statement of the financial position of the Society shall be laid before a General Meeting of the Society each year.
  - v) A General Meeting of the Society shall elect officers of the Society and members of the Society and members of Council for the ensuing year as required by rules 10-17 and 19-21.

- b) A special meeting of the Society shall be convened by the General Secretary on the request of the President, or of the Chairman of Council, or on receipt of a requisition signed by not less than ten ordinary subscribing or honorary members of the Society. The requisition shall state the purpose for which the meeting is required and the motion to be put. A proposed motion shall be deemed ineligible and the requisition for the meeting void if it reverses or substantially alters a resolution of the Society at a General Meeting held less than two years prior to the date of the requisition. The decision of the Chairman of Council, Honorary Treasurer and Honorary General Secretary or the majority of them as to whether a proposed motion falls within the terms of the foregoing shall be final.
- c) A motion shall not be brought before a meeting unless notice of it has been received by the General Secretary twenty one days at least before the meeting at which it is to be moved.
- d) At least fourteen days' notice of a business meeting shall be given to all members by the General Secretary.
- e) Every question put to a meeting of the Society shall be decided, subject to the provisions of Rules 29 and 30, by a simple majority of votes of ordinary subscribing members, honorary members and associate subscribing members of the Society who shall be present and shall vote on that question. When the division of votes is equal the Chairman of the meeting shall have a second or casting vote.
- f) No business of the Society shall be transacted at any meeting at which less than fifty members of the Society, being ordinary subscribing members, honorary members, or associate subscribing members, are present.

## 27 *Other Meetings of the Society*

The Society shall meet or make excursions for the purpose of viewing and hearing papers read on objects of antiquarian interest within the county of Gloucestershire or elsewhere:

- a) The places and dates of such visits shall be determined by Council; as a general rule, one visit of several days' duration shall take place in the summer, and a day's excursion shall be made in the spring and autumn of each year.
- b) The arrangements for such meetings shall be made by the Meetings Secretary, with the assistance of such local committees as may be thought desirable, and the arrangements for such meetings shall be submitted to Council for approval.

## 28 *Assets of the Society*

- a) If the Society shall acquire land or an interest in land, Council shall take steps to secure that it is vested in the Official Custodian for Charities so long as the Society shall continue to be unincorporated.
- b) All other assets of the Society shall, if possible, be held in the name of the Society,
- c) Where that is not possible, Council shall take steps to secure that the interest of the Society in the asset is appropriately identified and recorded by whoever holds the asset.
- d) Council shall from time to time as necessary resolve pursuant to section 82 of the Charities Act 1993 to authorise individual officers of the Society or other members of Council to execute documents or other instruments in the name of and on behalf of the Society.
- e) All property shall be under the control of Council, and in the event of the dissolution of the Society shall be disposed of in accordance with the provision of Rule 29.
- f) Council may designate such funds as it may see fit in order to produce interest, dividends or other income to finance any of the Society's charitable activities, and within the periods permitted by law may accumulate money in any fund so established.



## 29 *Dissolution of the Society*

The Society may be dissolved in the manner following:

- a) A proposal in writing for the dissolution, signed by no less than fifty members, shall be delivered to the General Secretary not less than three calendar months before the meeting at which it is to be discussed.
- b) Not less than two calendar months before the meeting at which it is to be discussed, a copy of such proposal shall be sent by the General Secretary to every member of the Society, together with a form for voting by proxy for every ordinary subscribing member, honorary member, and associate subscribing member.
- c) At the meeting at which such proposal is discussed and considered, ordinary subscribing members, honorary members, and associate subscribing members may vote personally or by proxy on the forms prescribed.
- d) No proposal for the dissolution of the Society may be put to a vote unless:
  - i) contains a provision for the balance of the assets of the Society after the discharge of all liabilities to be applied for named purposes in Bristol and Gloucestershire compatible with the provision of the Charitable Trusts Acts, and
  - ii) has been submitted in accordance with clauses (a) and (b) of this Rule.
- e) No such proposal shall be deemed to be carried unless:
  - i) the majority of it is two thirds of those present and voting at the meeting.
  - ii) the number in favour of it is equal to at least half of the members of the Society entitled to vote.

## 30 *Alteration on these Rules shall be made only in manner following:*

- a) Notice of a proposed change shall be sent to members of the Society together with the notice of the meeting at which the change is to be considered.
- b) No such proposed change, having been put to a vote, shall be deemed to be carried unless the number of those who cast a valid vote in favour of it is not less than two thirds of the members who are present and entitled to vote.