

THE RULES OF THE BRIGHTON AND HOVE ARCHAEOLOGICAL SOCIETY
(Adopted 6 December 1996 and amended 12 December 2003)

1. NAME

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

2. OBJECT

The object shall be to promote the study of archaeology and local history and to ensure the proper recording and preservation of local antiquities and relics.

3. OFFICERS

The Officers of the Society shall be a President, the Immediate Past President, Honorary Treasurer, Honorary Secretary and the Honorary Assistant Secretaries as may be required, and the Editor of the Society's Newsletter, all of whom shall be members of the Society. All Officers except the Immediate Past President shall be elected annually at the Annual General Meeting and shall be eligible for re-election except that the President shall not hold office for more than two consecutive years.

4. COMMITTEE

The affairs of the Society shall be managed by a Committee (with powers to delegate) consisting of the Officers named in Rule 3 and not more than three other elected Members. 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. The Committee shall elect a Chairman who shall preside at its meetings. The Committee may set up such sub-committees as may be deemed desirable. Seven shall form a Quorum at Committee meetings. Meetings shall be held as required by agreement of the Chairman and Hon. Secretary and not less frequently than four times a year.

The Committee shall have the power to co-opt up to three members of the Society for specific duties until the following Annual General Meeting, to which such duties shall be reported.

5. POWERS

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

- (1) Power to raise funds and to invite and receive contributions provided that in raising funds the Executive 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 Executive Committee may think fit;
- (5) Power to do all such other lawful things as are necessary for the achievement of the objects.

6. ANNUAL REPORT

The Committee shall publish an Annual Report which shall include a statement of accounts and other information on 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.

7. MEMBERSHIP

Applications for membership shall be made to the Hon. Assistant Secretary (Membership) and shall be reported to the Committee at its next meeting for approval.

The Committee may, at its absolute discretion, accept or reject any application for membership (or renewal of membership) without assigning any reason.

8. 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 and who shall be elected at an Annual General Meeting.

The Committee shall set the rates of annual subscriptions for the Ordinary and Associate members.

Subscriptions shall be payable on application and thereafter on 1 October in each year. New members whose applications are received after 1 May shall be admitted on payment of half the annual subscription for that year.

Renewal subscriptions shall be paid direct to the Hon. Assistant Secretary (Membership) or by banker's order to the Society's bank. A membership card shall be issued as a receipt.

The membership of a member whose subscription is twelve months in arrear shall be deemed to have lapsed.

9. FINANCE

The money and other assets of the Society shall be applied in furthering the objects of the Society and not for any other purpose but this shall not prevent the repayment 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 30. The accounts shall be scrutinised by one or more members appointed at the 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 Hon. Treasurer and by one other member of the Committee.

The Committee shall have power to invest the funds of the Society in any interest bearing deposit account available to Trustees under Parts 1 or II of the First Schedule of the Trustee Investments Act 1961.

10. 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 amongst members of the Society but shall be given or transferred to some other charitable institution having objects similar to those of the Society.

11. MEETINGS AND EXCURSIONS

The Committee may arrange and approve programmes of ordinary meetings and excursions. Programmes shall be issued to members at convenient intervals and members may be requested to produce them at meetings as proof of current membership. 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 at differential rates for admission to meetings or other events; and such charges shall be suitably advertised.

12. 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 transacting any other business of which at least 14 days notice shall have been given.

13. 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 Hon.Secretary on the instructions of the Committee or at the written request of any 25 members.

14. MEETINGS CHAIRMAN

The Chair at the Annual General Meeting or Special or ordinary meetings shall be taken by the President, or in his absence by the Immediate Past President, or the Chairman of the Committee, the Hon.Treasurer or the Hon.Secretary in that order.

15. CHANGES 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 members present and voting at a general meeting. The notice of general meeting must include notice of resolution, setting out terms of the alteration proposed;
- (2) No amendment may be made to Clause 1. (the name of the charity), Clause 2 (the objects clause), Clause 9 (the dissolution clause) or this clause without the prior consent in writing of the Commissioners;
- (3) No amendment may be made which would have the effect of making the charity cease to be a charity at law;
- (4) The committee should promptly send to the Commissioners a copy of any amendment made under this clause;
- (5) Following any major revision the rules shall be reprinted and copies shall be made available, on request, to members and to members of the public.

16. 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 General Meeting.