

EAST RIDING ARCHAEOLOGICAL SOCIETY

Registered Charity No. 500878

ERAS aims to promote interest in archaeology through a programme of lectures, excursions, publications, and fieldwork



CONSTITUTION

1. TITLE

The society shall be called the East Riding Archaeological Society.

1.1 Working Name

The Working Name of the Society shall be ERAS.

2. AIMS AND OBJECTIVES

The aims and objectives of the Society shall be to promote the study of archaeology in general and the preservation, investigation, surveying, excavation, and restoration of antiquities in the East Riding of Yorkshire in particular, and in furtherance of these objectives, but not otherwise, to -

- a) Promote interest in archaeology through an annual programme of site visits and lectures.
- b) Prepare and publish papers embodying original work on the archaeology of the region.
- c) Undertake fieldwork surveys and site excavations. Report and publicise the associated results. Collect and preserve in the museums of the region, objects of archaeological or historical interest.
- d) Promote interest in archaeology by means of community outreach events and projects.
- e) Collaborate with national and/or local bodies to further these aims and objectives.
- f) Comply with standard practice and procedures and demonstrate good governance in relation to Charity Regulations Compliance.

3. MEMBERSHIP

Membership of the Society shall be open to all persons interested in the objectives of the Society.

There shall be three classes of Members, viz. -

- a) Single
- b) Family Group
- c) Student.

3.1 Single Members

Single Members paying their subscriptions shall –

- a) have the opportunity to partake in the Society's programme of events and activities.
- b) receive notices of Annual General and Special Meetings of the Society
- c) receive the Society's most recent publication.

3.2 Family Group Members

Persons permanently residing at the same postal address may join the Society as Family Group Members and pay a combined subscription, and shall –

- a) have the opportunity to partake in the Society's programme of events and activities.
- b) receive one copy only of notices of Annual General and Special Meetings
- c) receive one copy only of the Society's most recent publication.

3.3 Student Members

Persons under 18 years of age or in full-time attendance at Colleges or Universities may join the Society as Student Members and shall –

- a) have the opportunity to partake in the Society's programme of events and activities
- b) receive notices of Annual General and Special Meetings of the Society
- c) receive the Society's most recent publication.

For children under 16 years old consent to join the Society is required from whoever holds parental responsibility.

3.4 Membership Annual Subscription

- a) Annual Subscription Rates (ASR) are determined by resolution of the Society at an A.G.M. or Special Meeting.
- b) Membership of the Society applies for a period of 12 months from receipt of subscriptions.
- c) Subscription refunds shall not be given.

3.5 Transfer of Membership

Membership of the Society cannot be transferred to anyone else.

3.6 Termination of Membership

Membership is terminated if -

- a) any sum due from the Member to the Society is not paid in full.
- b) the Member is removed from membership by a resolution of the Committee on the grounds that it is in the best interests of the Society that their membership is terminated. A resolution to remove a member from membership may only be passed if -
 - i. the Member has been given at least twenty-one days' notice in writing of the meeting of the Committee at which the resolution will be proposed and the reasons why it is to be proposed.
 - ii. the Member or, at the option of the Member, the Member's representative (who need not be a Member of the Society) has been allowed to make representations to the meeting.

4. OFFICERS AND COMMITTEE

The affairs of the Society shall be managed by a Committee consisting of Committee Officers and five Committee Members elected at the Annual General Meeting. The Committee shall meet regularly throughout the year. Minutes of all committee meetings shall be made and retained.

4.1 Committee Officers

Committee Officers are classed as Honorary Committee Officers and shall include -

- a) Chair
- b) Vice-Chair
- c) Treasurer
- d) Secretary
- e) Programme Secretary
- f) Editor
- g) Marketing and Social Media
- h) Field Studies
- i) Records
- j) Newsletter Editor.

Where reasonably practicable no Officer shall hold more than one Office.

4.2 Committee Members

There shall be five elected Committee Members.

4.3 Committee Quorum

A Committee quorum shall be formed from -

- a) any two of either the -
 - I. Chair
 - II. Vice-Chair
 - III. Secretary
 - IV. Treasurer.
- b) and any three other elected Committee Members.

4.4 Term of Service

The terms of service shall be -

- a) The Chair shall serve for three years.
- b) The other Committee Officers and Committee Members shall be elected annually.
- c) Committee Members shall retire after four years of service and shall not be immediately available for re-election.

4.5 Co-opted Committee Members

The Committee shall have power to co-opt up to two additional Members; their tenure will be for up to one year.

4.6 Sub-Committee

To further any of the aims of the Society, the Committee may appoint sub-committees with power to co-opt other Members of the Society and may also appoint representatives.

Any sub-committees and their co-opted Members will have tenure for up to one year.

4.7 Limitation of Selection of Committee Officers and Members

Selection to the Committee shall be restricted -

- a) Only fully subscribed Members are permitted to be a Committee Officer or a Committee Member.
- b) Only one individual Member of a Family Group Membership shall be allowed to be a Committee Officer or a Committee Member.

4.8 Cessation of Committee Membership

A Committee Officer's or Member's term of office automatically terminates if they -

- a) resign by written notice to the Committee.
- b) are absent from three consecutive meetings of the Committee without the agreement of the Committee.
- c) cease to be a Member of the Society
- d) are removed by a resolution passed by the other Committee Officers and Members after they have invited the views of the Committee Officer or Member concerned and considered the matter in the light of any such views. The Committee shall offer the Committee Officer or Member the opportunity to meet with the Committee and at such a meeting the Committee Officer or Member shall be entitled to be accompanied and assisted by one person of their choosing.

5. TRUSTEES

Trustees have overall control of the Society and are responsible for making sure it is achieving its purposes by complying with this governing document, Charity Commission regulations and the law. The Trustees shall be -

- a) Chair
- b) Treasurer
- c) Secretary
- d) and any three elected Committee Officers or Committee Members.

5.1 Term of Office

The Trustees shall be appointed by the Committee.

5.2 Trustee Meetings

- a) The Trustees shall hold at least one Trustee meeting each year.
- b) Any four Trustees shall constitute a quorum at a Trustees meeting.
- c) Minutes of the meetings shall be taken and retained.

6. CONFLICT OF INTEREST

No Trustee, Committee Officer or Committee Member shall –

- a) participate in any decision which affects his or her personal interest.
- b) have any personal pecuniary interest, directly or indirectly with ERAS interests.

7. VOTING

7.1 General Voting

- a) Every fully subscribed Single and Student Member shall be entitled to -
 - i. attend the Annual General and Special Meetings
 - ii. have one vote only, per resolution, which must be given in person.
- b) Every fully subscribed Family Group Membership shall be entitled to -
 - i. attend the Annual General and Special Meetings
 - ii. have one combined vote per Membership only, per resolution, which must be given in person.
- c) Proxy voting shall not be allowed.
- d) Ref. 15.2 for voting on Constitution amendments.

7.2 Committee and Trustee Voting

- a) Co-opted Committee Members shall not be allowed to vote on Committee Meetings resolutions.
- b) Committee Officers undertaking more than one role have one vote only, not one vote per role.
- c) All decisions at Trustee, Committee and other meetings will be made by majority vote. If there is an equal number of votes for and against any resolution, the Chair of the meeting will be entitled to a second casting vote.
- d) A resolution put to the vote will be decided on a show of hands - unless the Chair or at least two other Members present at the meeting ask for a secret ballot. The Chair will decide how any secret ballot is to be conducted, and they will declare the result of the ballot at the meeting.

8. PERSONAL GAIN

Any Member, who, for personal profit and without adequate record of provenance made freely available engages in the search for, removal of, collection or sale of objects or data of archaeological or historical

interest from sites, previously known or unknown, shall be deemed to be acting against the interests of the Society and in contravention of its Constitution and may be expelled from the Society.

9. PROPERTY AND ASSETS

The Society has title to all its properties and assets; physical, digital, and intellectual.

These properties and assets are stored and maintained by ERAS's Members.

- a) Members who hold ERAS properties and assets shall -
 - i. maintain the completeness, function, integrity and availability of ERAS properties and assets held by them.
 - ii. make ERAS properties and assets available for use when requested do so
 - iii. on leaving the Society, return all their holdings to the Society, to a location agreed between the said Member and the Secretary.
- b) No ERAS properties or assets shall be disposed of unless agreed by the ERAS Trustees.
- c) Disposed ERAS properties or assets shall be sold, donated, recycled, or repurposed wherever possible.

10. ACCOUNTS

All subscriptions and funds received by the Society shall be allocated as the Committee decide in furtherance of the objectives of the Society.

The Treasurer shall keep accounts of all monies received and expended on account of the Society.

10.1 Accounts Audit

The accounts of the Society shall be examined annually by the independent external Auditor appointed at the Annual General Meeting.

11. ENVIRONMENTAL STATEMENT

The ERAS Trustees and Committee shall endeavour to keep the Society's environmental impact to a minimum.

12. ANNUAL GENERAL MEETING

- a) An Annual General Meeting (AGM) shall be held each year for
 - i. the adoption of a Chairman's Report and Financial Statement
 - ii. the election of Committee Officers and Committee Members
 - iii. the election of the Independent External Auditor
 - iv. for other business.
- b) Nominations for Committee Office must be sent to the Secretary not less than ten days before the meeting. Nominations must have a seconder and nominees must agree to stand as Officers of the Committee.
- c) Nominations for Committee Members can be accepted at the AGM. Nominations must have a seconder and nominees must agree to stand as Committee Members.
- d) A record shall be made, and retained, of all Members attending the Annual Meeting.
- e) Minutes of the Annual General Meeting shall be taken and retained.

13. SPECIAL MEETINGS

A Special Meeting of Members may be convened by the Committee or shall be called by the Secretary on the request in writing of 12 or more Members, who shall state the reason why such a Special Meeting is to be called.

14. INTERPRETATION OF RULES

The Committee shall have power to act in any matter affecting the interests of the Society when the rules are unclear and in cases of dispute they shall be empowered to interpret and determine the meaning of any rule.

15. AMENDMENT OF THE CONSTITUTION

No part of the Constitution of the Society shall be altered except at the Annual Meeting or at a Special Meeting called for that purpose, and no such alteration shall be made to Parts 2, 15 and 17 which would have the effect of making the Society non-charitable at law.

15.1 Notice of Constitution Amendments

Any proposed alteration to the Constitution must be fully detailed in writing and sent with one month's notice, to every Member of the Society.

15.2 Voting on Constitution Amendments

The Constitution may be amended by a vote of agreement passed by no less than two thirds of the eligible Members present at the Annual Meeting or Special Meeting.

16. LIABILITY OF MEMBERS

The Members of the Society have no liability to pay any sums to help to meet the debts or other liabilities of the Society if it is wound up; accordingly, if the organisation is unable to meet its debts, the Members will not be held responsible.

17. DISSOLUTION

The Society shall only be dissolved by vote of a Special Meeting convened for that purpose, or when there remains not more than ten subscribing Members. In the event of dissolution, after meeting liabilities, the remaining assets shall be given or transferred to such other charitable institution or institutions having objectives similar to those of the Society.

**Adopted 1980, Revised 1988, 2007, 2011, 2021, 2024.
This revision replaces and supersedes all previous revisions.**