

# **Cirencester Archaeological and Historical Society**

(Registered Charity 287289)

## **Proposed Revised RULES for Approval at 2024 AGM**

1. The Society shall be called Cirencester Archaeological and Historical Society, with an official abbreviation of CAHS.
2. The objects of the Society shall be to advance the education of the public in the archaeology and history of Cirencester and district and to investigate, preserve and record, and where the opportunity permits, interpret all matters connected with the past in general and Cirencester in particular.
3. Membership. The Society shall consist of Ordinary, Joint, Honorary and Student members. Applications for membership shall be made on the Society's website or the prescribed form. Honorary members shall be proposed to members at an AGM. Student members shall be in full time education. The Committee shall determine from time to time the amount of the annual subscription, but it is a presumption that Honorary and Student Members will have free membership. Joint members are two individuals with the same address, who receive only a single copy of written or published material. New members shall pay their first subscription immediately and thereafter annually on the 1<sup>st</sup> September. Membership shall lapse if subscription is unpaid when notification of the AGM is sent out.
4. Honorary Officers. The Honorary Officers of the Society shall be Chairman, Vice-Chairman, Membership Secretary, Programme Secretary and Treasurer. The post-holder of Chairman of the Society shall serve for a maximum of three years in any one term, subject to annual review; however, the AGM may annually override this limit for a specific individual by a dedicated vote.
5. Composition and meetings of the Committee. The Committee shall consist of the Honorary Officers and up to nine other members of the Society, who may be allocated specific roles, with titles. Chairmen of Sub-Committees shall be ex-officio members of the Committee. Five members shall form a quorum. The committee shall meet at least twice per year.
6. Trustees. The Society is Registered Charity No. 287289 and thus must have at least one trustee. The trustees shall be the honorary officers plus at least one other committee member. If a committee matter requires a vote on issues dealing with governance, Society Scope or financial integrity, only Trustees may vote.
7. Nominations of Honorary Officers and members of the Committee. The names of persons proposed as Officers and Members of the Committee shall be received in writing by the Membership Secretary at least seven days before the Annual General Meeting. The Committee may also propose candidates.
8. Duties of Committee. The Committee shall have the management of the general business and property of the Society. It shall have power to fill any vacancy among Officers or Members of Committee, and to create any new office or any Sub-Committee. Sub-Committees. The Chairman and Honorary Treasurer shall be ex-officio members of all subcommittees, which shall have the power to co-opt from the membership.
9. Duties of Honorary Treasurer. The Honorary Treasurer shall account for all monies belonging to the Society and shall pay all accounts. All cheques must be signed by them and by any other members of the Committee designated for the purpose. Similarly, the Treasurer, or in their absence any other committee Member so designated may initiate BACS payments, which will be

authorised by other members of the Committee designated for the purpose. The Treasurer shall present the Society's accounts for approval at the Annual General Meeting.

10. Examination of Accounts. An Honorary Examiner, or Examiners, who shall not sit on the committee, shall be appointed at the Annual General Meeting for the examination of the Society's accounts.
11. Annual General Meeting. The Annual General Meeting, of which 14 days' notice shall be given to every member, shall be held in May at a time and place appointed by the Committee. Honorary Officers and the Committee shall be elected, and annual reports received from the Officers and Sub-Committees. The Honorary Membership Secretary shall call a special General Meeting upon the request of ten members or the Committee. 14 days' notice of such a meeting shall be given to every member.
12. No payment, either direct or indirect, shall be made to any members of the society for their services or for anything except legitimate expenses incurred in the course of work for the Society.
13. In the event of the winding up of the society all surplus funds remaining after the payment of all outstanding debts and liabilities shall not be distributed amongst the members, but shall be passed to such other charitable organisation having similar objects as the committee, with the approval of the members, shall determine.
14. Alteration of Rules. No change shall be made in the Rules of the society except at an Annual or Special General Meeting. A proposal to alter the Rules shall be made in writing and signed by ten members, and shall be submitted to the Honorary Secretary not less than one month before the Meeting which is to consider it. No alteration shall be made to the objects, the dissolution clause or this clause. No amendment shall be made to any of the other clauses which would cause the Society to cease to be a charity in law.