



CONSTITUTION of the INGLEBOROUGH ARCHAEOLOGY GROUP

1. NAME

The name of the Group shall be the Ingleborough Archaeology Group.

2. OBJECTIVES

The Group is established for public benefit in the Ingleborough area to:

1. Investigate and record any aspect of past human activity
2. make available the results of this work
3. stimulate public interest in the history of the area by informing and educating

In furtherance of these objectives, the Group may:

- a. hold meetings, lectures, walks and temporary and/or permanent exhibitions, as determined from time to time by the Committee
- b. publish papers, reports, and other literature
- c. make surveys, prepare maps and plans, carry out excavations and collect information in relation to any historic or archaeological site or structure
- d. promote research into subjects directly connected with the objectives of the Group
- e. employ and remunerate any person or persons not being members of the Committee to supervise, organise and carry out work for the Group
- f. raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription or donation or grant
- g. subject to such consents as may be required by law sell, lease, or let or transfer in trust all or any assets of the Group
- h. borrow or raise money for the purpose of the Group on such terms and on such security as the Committee shall think fit
- i. do all such other lawful things as are necessary for the attainment of the said objectives.

3. MEMBERSHIP

Membership shall be open to all who are interested in furthering the objectives of the Group. There shall be two tiers of membership: Ordinary Membership and Hands-on Membership, as detailed in the Rules of Governance.

4. SUBSCRIPTIONS

The annual subscription shall be determined from time to time by the Committee and shall be payable on or before 1 January each year. Membership shall lapse if a subscription is unpaid 6 months after it is due. The subscription of a member joining in the three months preceding 1 January in any year shall be regarded as covering membership for the Group's subscription year commencing 1 January following the date of joining the group.

5. ACCOUNTS

1. The Group's financial year shall be from 1 July to 30 June.
2. The Treasurer shall keep full accounts showing separately money held on account of the Group and money received whether by way of grant or loan for a specific purpose or project and shall report on the accounts to the Committee as and when required.
3. The Treasurer shall prepare accounts at each year end and submit them to the examiner for checking and make them available for inspection by fully paid-up members, by appointment, up to 21 days prior to the date of the Annual General Meeting.
4. The examiner shall be nominated by the Committee.
5. The Treasurer shall present the accounts and the examiner's report to each Annual General Meeting.

6. MEETINGS

An Annual General Meeting shall be held not later than 31 October of each year to receive the Chair's report, to elect Officers and Members of the Committee and to transact such other business as may from time to time be necessary. The Committee shall decide when Meetings of the Group shall be held. Special General Meetings shall be held at the written request of 15 or more members whose subscriptions are fully paid up. 25 members or 20% of the membership, whichever is the lower personally present, shall constitute a quorum for a Special General Meeting of the Group. Save as otherwise provided, decisions at Meetings of members and of the Committee shall be decided by a simple majority of those present and entitled to vote. In the event of an equality of votes, the Chair shall have a second casting vote. The Committee shall give at least 21 days' notice to members of Annual General Meetings and Special General Meetings of the Group.

7. HONORARY OFFICERS

The Officers shall consist of a Chair, Vice-Chair, Secretary and Treasurer, all of whom shall be ex-officio Members of the Committee. All Officers shall hold office in an honorary capacity and shall relinquish their office at the end of the Annual General Meeting next after their election, save the Chair who shall normally serve a term of two years, but all shall be eligible for re-election. Nominations for the election of Officers other than those made by the Committee shall be made in writing to the Secretary at least 10 days before the Annual General Meeting. All nominations must be supported by a seconder and the consent of the proposed nominee must first have been obtained. Both proposer and seconder must be paid-up members of not less than three months' standing. The election of Officers shall be completed prior to the election of Committee members. The Committee may fill casual vacancies occurring among Officers of the Group. Any person appointed to fill such a vacancy shall hold office until the next Annual General Meeting but shall be eligible for re-election at that meeting. *(Amended at the 2023 AGM – chair term reduced to two years.)*

8. HONORARY PRESIDENT *(Added at the 2015 Annual General Meeting and amended at the 2021 Annual General Meeting – Min. 2021.8.1)*

An Honorary President may be elected by an Annual General Meeting, at its discretion. He or she must have made an outstanding contribution to the work of Ingleborough Archaeology Group and a significant contribution in the field of archaeology outside of the Group. The Honorary President will be elected for a period of three years and will be eligible to be re-elected thereafter.

9. THE COMMITTEE

The Committee shall be responsible for the management and administration of the Group. The Committee shall consist of 4 Officers and between 2 and 7 other Members. The Committee may co-opt further Members who shall attend in an advisory and non-voting capacity. Nominations for election of the Committee other than those made by the Committee shall be made in writing to the Secretary at least 10 days before the Annual General Meeting. All nominations must be supported by a seconder and the consent of the proposed nominee must first have been obtained. Both proposer and seconder must be paid-up members of the Group of not less than three months' standing. If the nominations exceed the number of vacancies, a ballot shall take place in such manner as shall be determined. The Secretary shall give Committee members at least 7 days' notice of meetings. The quorum for a Committee meeting shall be four Committee Officers and/or Members entitled to vote. The Committee may fill casual vacancies occurring among members of the Committee. Any person appointed to fill such a casual vacancy shall hold office until the next Annual General Meeting but shall be eligible for election at that meeting. The proceedings of the Committee shall not be invalidated by any defect in election, appointment, or co-option of any Member.

10. SUB-COMMITTEES

The Committee may constitute sub-committees as considered necessary. The Chair and Secretary of each sub-committee shall be appointed by the Committee and all actions and proceedings of each sub-committee shall be reported to the Committee as soon as possible. Members of the Committee may be members of any sub-committee. Sub-committees shall be subordinate to and regulated by, and may be dissolved by, the Committee. The Chair shall be an ex-officio member of all sub-committee meetings.

11. DECLARATION OF INTEREST

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Group (including any meeting of the Committee or any sub-committee) at which he or she may be present to declare such interest and he or she shall not be able to discuss such item or vote thereon.

12. EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS

The Committee shall out of the funds of the Group pay proper expenses of administration and management of the Group. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Group shall be applied by the Committee in furtherance of the objectives of the Group.

13. INSURANCE

The Group shall take out such insurance cover as shall be deemed necessary by the Committee.

14. AFFILIATION

The Group shall affiliate to relevant organisations, associations or societies as agreed by the Committee.

15. INVESTMENT

Any funds belonging the Group may be invested by the Committee in such investment or asset as it may think fit subject to such authority, approval or consent as may be required by law or by any trusts.

16. AMENDMENTS

The constitution may be amended by a two-thirds majority of members present and voting at an Annual General Meeting or Special General Meeting, provided 21 days' notice of the proposed amendment has been given to all members in writing or electronically.

17. NOTICES

Any notice required to be given to a member shall be duly deemed to be given if left at or sent by post or sent electronically to the last notified address of the member.

18. WINDING UP

The Group may be dissolved by a two-thirds majority of members present and voting at an Annual General Meeting or Special General Meeting and confirmed by a simple majority of members present and voting at a further Special General Meeting held not less than 14 days after the previous Meeting. If a motion for the dissolution of the Group is to be proposed at an Annual General Meeting or Special General Meeting, this motion shall be referred to specifically when notice of the Meeting is given. In the event of the dissolution of the Group available assets of the Group shall be transferred to one or more organisation having similar objectives or reasonably similar to the Group as shall be chosen by the Committee and approved by the Meeting at which the decision to dissolve the Group is confirmed, subject to the provisions of paragraph 2.g.

19. EXPULSION OF MEMBERS

Members of the Group whose conduct is inappropriate or who decline to abide by any rule at that time in the Constitution or Rules of Governance may be expelled or suspended by a resolution passed at a meeting of the Committee which is quorate, and their subscription is forfeited, having been given notice of the Committee's intention to consider their expulsion.

20. CONSTITUTION

The Committee shall decide any matter relating to the meaning of this Constitution.

21. RULES OF GOVERNANCE

1. A two-tier membership structure shall prevail to enable the funding and maintenance and/or insurance of Group equipment. 'Ordinary Membership' will entitle such members to attend all or any of the Group lecture meetings and all or any of the summer outings. 'Hands-on Membership' will entitle such members to take part in practical, hands-on archaeological or other such projects, as well as enjoying the benefits of Ordinary Membership. The subscription rate for Hands-on and Ordinary Membership will be set by the Committee and reviewed as necessary.
2. Members at the higher grade will be entitled to borrow Group equipment without incurring any hire charges for use in any projects devised and managed by them subject to completing any application form and demonstrating competence in handling any equipment so borrowed. All such applications will be considered, and either approved or rejected, by the Committee. The applicant will be made aware of the reasons for the decision made.
3. Applications for the borrowing of Group equipment by non-members, or by Ordinary members, will also be duly considered by the Committee and judged on the same criteria as for higher tier members. Commercial rates will be imposed on such loans, and potential borrowers must provide, in advance, proof of insurance for the duration of the loan.
4. No hire charges will be levied for equipment used on projects devised and managed by the Committee.
5. The term equipment is used here to include the total station, automatic level, tablet computer, wet sieving equipment, microscope, and marquees and any such items to be determined from time to time by the Committee.

IAG Constitution introduced 1996; amended November 2006 and adopted at a Special General Meeting on 17 November 2006; amended at the 2015 Annual General Meeting; amended at the 2021 Annual General Meeting. At the 2021 AGM, in addition to the amendment to Paragraph 8 – Honorary President, it was agreed to change all references to 'Chair' & 'Vice Chair' to 'Chair' & 'Vice Chair' respectively (Min. 2021.7). Amended at the 2023 AGM – term of office of Chair changed from three years to two. Amended at the 2024 AGM – change of numbers required for committee members and quorum, plus minor amendments to reflect current practices and correct typos.