

City of Stoke-on-Trent Museum Archaeological Society

Constitution

1. **The name of the Society** shall be “The City of Stoke-on-Trent Museum Archaeological Society” hereinafter referred to as “The Society”.

2. **The objects of "The Society"** shall be to promote and encourage archaeological research, especially the examination, recording and preservation of the antiquities of North Staffordshire.

3. **The interests of "The Society"** shall cover all periods.

4. Rules of Membership

4.1. An application form must be completed and signed by an applicant (and countersigned by a parent or guardian if the applicant is under the age of sixteen) when membership is sought.

4.2. The application form must be authorised by two members of the Committee, who must obtain proof of identity and receive the membership fee at the time of acceptance, before full membership is granted and a membership card is issued.

4.3. Membership cards will be issued annually and will be date stamped for the year of issue

4.4. It is a condition of membership of "The Society" that all articles of whatever age or nature found during the course of a Society organised excavation whose ownership cannot otherwise be traced or which are treasure trove, shall be the property of "The Society" in respect of claims and actions arising therefrom. It shall be the responsibility of each member of any such excavation to hand over to the appropriate officer of "The Society" all the articles therein found.

5. **Membership fees** are payable on 1st October each year at such levels as shall be decided by the Committee and notified to the members at least fourteen days prior to the due date.

6. **Where membership lapses** for more than twelve months the member concerned may be given the opportunity of paying up any arrears of subscription as an alternative to making a re-application for membership, at the discretion of the Committee.

7. [Deleted]

8. Any member whose **conduct** is deemed, by a two thirds majority of the whole Committee, to be detrimental to the reputation of "The Society", shall be expelled from "The Society".

9. The Committee may recommend as **honorary members** of "The Society", persons who have considerably advanced the objects of "The Society" or who have given long and valuable service to "The Society".

10. **The Committee** for the management of "The Society" shall consist of the following, who must have been members of "The Society" for not less than twelve months:

10.1. Chairperson, Secretary and Treasurer, plus six general members.

10.2. In the case of one person temporarily holding two or more offices on the Committee, that person shall have only one vote in the Committee and the number of general members shall be increased to bring the total number of Committee members to nine.

10.3. The Committee shall meet monthly and at such other times as the Chairman may decide. Six shall form a quorum. Any four Committee members may also request the Chairman to convene a Committee meeting.

10.4. Any member of the Committee who is absent from four consecutive meetings of the Committee without a reason judged valid by the Committee will vacate his seat and a bye-election will be held at which that person will be unable to stand as a candidate.

10.5. It is the right of any general member of "The Society" to have a grievance or suggestion discussed by the Committee. The Committee may invite members to speak on any item on the agenda.

10.6. "The Society" Chairman shall take the chair at all meetings of the Committee. In case of absence of the Chairman a Chairman from the meeting will be elected from the members present.

10.7. The Committee shall be elected annually.

10.8. The Committee shall have the power to form such sub-committees as it may from time to time decide; such sub-committees containing at least one Committee member. The Committee shall have the power to co-opt any Ordinary Member to serve on any sub-committee.

10.9. No member shall serve as a general member of the Committee for more than three consecutive years.

10.10. The Committee shall have the power to invite a site director to the committee meeting when business referring to his site is on the agenda.

10.11. President

10.11.1. The Committee can consider the appointment of a President if they feel this will help meet the aims of "The Society".

10.11.2. A suitable President would be a person with appropriate status and interests to further the aims of "The Society".

10.11.3. No statutory period of office need be stated. The Committee has the power to terminate the President's period of office.

10.11.4. The President has no vote on the Committee.

10.11.5. The President may attend committee meetings and be privy to the minutes and may contribute to the deliberations of the Committee throughout the entire meeting, and not just in "Any other business".

11. The Librarian

11.1. The Librarian shall have charge of all books, periodicals, newspaper cuttings and all other documents in "The Society's" library.

11.2. He shall receive and record all donations to and all purchases by the Library, and shall catalogue and record all works in the Library.

11.3. He shall have the power to make any rules he thinks fit for the proper organisation of the Library, subject to the approval of the Committee.

11.4. The Library shall be domiciled at the Headquarters of "The Society".

12. The Treasurer shall keep an account of all sums received and paid out by "The Society" in a cash book, and shall prepare a statement of accounts for presentation at the Annual General Meeting of "The Society".

13. Elections *[see also 28]*

13.1. All elections will be held by secret ballot at the Annual General Meeting.

13.2. Notice of all elections should be posted at least 28 days before the date of elections.

13.3. Nominations signed by the proposer, seconder and nominee shall be in the hands of the Secretary before the meeting.

13.4. A member once nominated for office on the Committee shall not thereafter propose or second any other member for that office.

13.5. [Deleted]

13.6. In the event of their being no nominations for a place on the Committee, retiring members of the Committee shall be asked to stand for election to that place. If this is not possible then it will be open to members present at the General Meeting to propose a candidate.

14. The General Meeting

14.1. The General Meeting shall be the supreme governing body of "The Society".

14.2. An Ordinary General Meeting shall be held annually in the month of October for the purpose of receiving the reports of the officers of "The Society", and electing members for the ensuing year.

14.3. An Extraordinary General Meeting must be convened by the Secretary at the request of:

14.3.1. The Chairman and/or

14.3.2. The Committee and/or

14.3.3. One fifth of the Ordinary members of "The Society".

14.4. At least 28 days notice shall be given of the Annual General Meeting, and at least seven days notice of an Extraordinary General Meeting.

14.5. The quorum for a General Meeting shall be one third of the members of "The Society".

14.6. The Chairman shall take the Chair at General Meetings, and with him at the table shall be the Secretary. In the absence of the Chairman a Chairman shall be chosen from the Committee members present.

14.7. The conduct of all meetings shall be governed by standing orders as follows:

14.7.1. Order of Business

An Agenda shall be prepared by the Chairman and the Secretary and shall be read by the Chairman at the opening of each meeting. All items therein shall take precedence over all other business. Any member desirous of introducing business for the consideration of the meeting may do so after the business of the agenda has been completed.

14.7.2. The minutes

The Minutes of the previous meeting shall be read. No motion or discussion of the minutes shall be allowed except in regard to their accuracy. After the confirmation of the minutes they shall be signed by the Chairman and the members shall be at liberty to ask any questions for the purpose of information only, and no debate on policy outlined in the minutes shall be allowed.

14.7.3. Selection of Speakers in General Meetings

Every member shall stand when speaking and address the Chairman as "Mr. Chairman". When more than one member rises to speak the first to rise shall

be given precedence, the decision resting with the Chairman, but the member who rose immediately after the first one shall have the right to speak at the close of such member's address.

14.7.4. Chairman's Ruling

If the Chairman rises to call a member to order or for any other purpose connected with the proceedings, the member speaking shall resume his seat and no other member shall rise until the Chair has been resumed.

14.7.5. Interruptions

Any member causing a disturbance at the meeting, and refusing to obey the Chairman when called to order, shall be asked to leave by the Chairman and shall not be allowed to return until an apology satisfactory to the meeting be given.

14.7.6. Motions and Amendments

The first motion on any particular subject shall be known as the Original Motion, and all succeeding propositions on that subject shall be known as Amendments. Every Motion and Amendment must be moved and seconded by members actually present at the meeting before they can be discussed, and whenever possible should be set forth in writing. It is permissible for a member to make his speech first and conclude with a Motion. When an Amendment is moved to the Original Motion, no further Amendment shall be discussed until the first Amendment is disposed of.

14.7.7. Substantive Motions

If an Amendment be carried it displaces the Original Motion and itself becomes the Substantive Motion, whereupon any further Amendments relating to the Substantive Motion may be moved, provided it is consistent

with the business and has not been covered by an Amendment or Motion which has previously been rejected. After the vote on each succeeding Amendment has been taken, the surviving proposition shall be put to the vote as the main question and if carried then becomes a resolution of the meeting. No Motion or Amendment which has been accepted by the Chair shall be withdrawn without the unanimous consent of the meeting.

14.7.8. Voting

The voting shall be by show of hands.

14.7.9. Rescinding of a Resolution

No resolution shall be rescinded or amended at the same meeting at which it was passed.

15. **Resignation of Committee member**

15.1. Any member of the Committee wishing to resign must notify the Chairman or Secretary in writing. Such person will immediately relinquish his seat on the Committee.

15.2. Any casual vacancy arising during the year shall be notified to the members, notice for this purpose being deemed sufficient if it is displayed at "The Society's" headquarters for at least 28 days.

15.3. At the next Committee Meeting after the notice period, the Committee shall consider any names put forward and fill the casual vacancy until the next Annual General Meeting.

16. **Notification of Meetings.** The Secretary must notify all members of General Meetings, Extraordinary General Meetings, Elections and Bye-Elections. This shall be done by circulating notification to each member. For all other Society business it

will be deemed sufficient publication for it to be displayed at "The Society" Headquarters.

17. Any **material recovered from an excavation** or survey and given, by the owner of the site, to "The Society", shall be the property of "The Society" until such time as the Committee shall decide to dispose of it. If it has been recovered within the boundaries of North Staffordshire, as designated by "The Society", it shall first be offered to the City Of Stoke-on-Trent Museum and Art Gallery. Should they not wish to accept it, it should then be offered to other museums at the discretion of the Committee. Material recovered outside North Staffordshire, as designated by "The Society", shall be offered to the appropriate museum for the area in which it has been located. If they should not wish to accept it, it should then be offered to the City of Stoke-on-Trent Museum and Art Gallery.

18. **Should "The Society" disband**, its monies and assets should be disposed of at the discretion of the Committee of that time and given to such bodies judged to be most beneficial to Archaeology in Staffordshire.

19. There shall be, as far as is deemed necessary, the closest **co-operation between "The Society" and the City of Stoke-on-Trent Museum and Art Gallery**.

20. The City of Stoke-on-Trent Museum and Art Gallery shall be invited to send **representatives** to all "Society" meetings including Committee meetings. Any observer from the Museum, unless he be a member of "The Society", shall have no vote at any meeting. A Museum observer may be a member of "The Society" and be entitled to vote and to hold office on the Committee.

21. [Deleted]

22. "The Society" shall as and when possible **publish reports** of all its excavations, surveys and projects.

23. **Visitors may be allowed to participate in excavations** at the discretion of the site director or his designate.

24. **"The Society's" accounts** shall be available for annual audit.

25. [Deleted]

26. **Amendments to Constitution**

26.1. The General Meeting shall be the sole competent body to amend this constitution.

26.2. All amendments to the Constitution shall require fourteen days notice and must have the support of two thirds of those present and entitled to vote. The amendment shall become operative forthwith.

27. In the event of a dispute as to the **interpretation of any part of this constitution**, the decision of the Chairman is final.

28. **Election of officers**

28.1. A form shall be prepared and distributed to members inviting nominations of officers, showing the signatures of the proposer, seconder and nominee; below this shall be a list of ordinary members laid out in a similar manner. All completed nomination forms should be handed in prior to the commencement of the meeting.

28.2. The election of officers shall take place first followed by the election of ordinary members. The name of any nominee who fails to be elected as an officer will automatically go forward as a nominee for the position of ordinary member if eligible.

28.3. The election shall be by secret ballot.

29. **Chairman's signature**

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Editorial notes [*not part of the Constitution*]

The text above represents the editor's understanding of the current state of "The Society's" Constitution as at December 2014.

It has been transcribed from the original manuscript copy held in "The Society's" Library. This manuscript has been digitally scanned and is available as a pdf file. The manuscript contains 29 numbered sections, many of which have been amended several times. The original sections are dated, as is every amendment or deletion. The date of every original section is 8.4.1964. Listed below are the dates of amendment of each section. The text transcription above includes only the latest version of each section. For the content of earlier versions and detail of each amendment, consult the original manuscript (or the digital copy).

Dates of each amendment are in the same format as they are written in the manuscript.

1. **Name of the Society** 8.4.1964
2. **Objects of the Society** 8.4.1964
3. **Interests of the Society** 8.4.1964
4. **Rules of Membership** 8.4.1964.

27th April 1973.

20th April 1990

5. **Membership fees** 8.4.1964.

27th April 1973.

11th April 1975.

1985.

1987.

20th April 1990

6. **Lapse in payment of fees** 8.4.1964.

27th April 1973.

27.9.74

7. **Member resignation** 8.4.1964.

3.10.1975

8. **Expulsion of members** 8.4.1964
9. **Honorary membership** 8.4.1964

10. Composition and function of Committee 8.4.1964.

27th April 1973.

3.10.75.

14.12.84.

20th April 1990.

12.10.90

27.9.96

26.1.2001

12th Oct 2007

30.01.2009

11. Duties of Librarian 8.4.1964

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12. Duties of Treasurer 8.4.1964

13. Election of Committee 8.4.1964

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21. Museum representative 8.4.1964

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22. Publication of excavations etc 8.4.1964

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24. Audit of accounts 8.4.1964

25. Annual Report to City Museum 8.4.1964

27.4.73

26. Amendments to Constitution 8.4.1964

27th April 73

27. Interpretation of Constitution 8.4.1964

28. Election of Officers 3.10.1975

29. Chairman's signature 1.10.99