



Winchester archaeology and local history **Constitution**

1. NAME

The formal name of the Association shall be Winchester Archaeological Rescue Group. It will normally be referred to as WARG, the society for Winchester archaeology and local history.

2. OBJECTIVES

- a) To promote the study of archaeology and local history in the City of Winchester and the surrounding area, through meetings, walks, field walking, excavations, excursions and other events and methods thought appropriate by the committee.
- b) To provide work parties and other support for the Winchester Museums Service and other relevant bodies.
- c) To develop appropriate educational and training activities for members and other volunteers.
- d) To carry out other activities that promote the study of archaeology and local history.
- e) To deal with members and others irrespective of political party, nationality, religious affiliation, race, sex or colour.
- f) To have due regard to legislation pertaining to Sex Discrimination, Race Relations and Disability Discrimination.

3. MEMBERSHIP

Membership of WARG shall be open to all.

The Association's Committee reserves the right to exclude from membership and meetings an individual member whose:

- g) Conduct is likely to seriously disrupt the proceedings of the society, having failed to desist from such conduct, despite having been requested to do so and being warned of the consequences of refusal by the Committee's Chair.
- h) Conduct which brings WARG into disrepute.
- i) Conduct which breaches legal compliance, for example GDPR or Health and Safety (this is not an exhaustive list)

4. SUBSCRIPTIONS

The annual subscription shall be proposed by the Committee and ratified by the AGM. It will be due on the 1st April.

Members who have not paid within 3 months after the due date will be deleted from the list of members, in line with GDPR.

The Committee will have the right to nominate up to two Honorary Life Members a year. This will normally be awarded to people who have made a significant contribution to the work of WARG over an extended period.

5. THE COMMITTEE

- a) The policy and general management of the Association shall be conducted by the Committee, which shall be responsible to the General Meeting.
- b) The Committee shall consist of the following officers:
 - A Chair
 - Treasurer
 - Secretary

normally up to 6 more representatives of individual members.

Additionally, representatives of Winchester City Council, University of Winchester and other relevant organisations may serve ex-officio.

- c) All committee members, except those serving ex-officio, are elected by the Annual General Meeting every year.
- d) If vacancies occur within the Committee or it seeks additional officers, it shall have the power to fill these from amongst its own members and those of the Association subject to election.
- e) In addition, the Committee may co-opt further members whose total numbers shall not exceed one third of its total members.
- f) The Committee shall have the power to recruit working groups as it may from time-to-time desire and may determine their powers and terms of reference.

Committee members must declare any financial or other personal interest in any matter under consideration and shall not vote on such matters.

6. OFFICERS' DUTIES

- a) The Chair shall normally serve as chair for the AGM, other General Meetings and Committee meetings. In the absence of the Chair, the Secretary shall normally take the chair, or otherwise another committee member present.
- b) The Treasurer shall maintain proper and appropriate accounts.
- c) The Secretary shall ensure that due notice is given of General and Committee meetings, that agenda are circulated and that meeting minutes are produced and circulated.

7. ANNUAL GENERAL MEETING

- a) The Committee shall convene an AGM within 9 calendar months of the financial year end (see 9 (b)). The Agenda for the AGM shall include:
- b) Receiving the annual report of the Committee and the Statements of Account.
- c) Election of Officers and individual members to serve on the Committee.
- d) Any other business as is notified to the Secretary two weeks before the date of the AGM.

8. RULES OF PROCEDURE

- a) Voting: Except as noted in paragraph 10, all questions arising at a Committee or General meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote, but in the case of an equality of votes the Chair shall have a second vote (casting vote).
- b) Quorum: One-third (rounded-up) of the Committee members shall form a quorum at Committee meetings. Fifteen (15) members or one third (whichever is the less) shall form a quorum at General Meetings.
- c) Minutes: Minutes shall be kept by the Association for all Committee and General Meetings and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.
- d) Notice: The minimum notice of a General Meeting shall be 28 days.
- e) Frequency of Meetings. The Committee will normally meet three times a year. It will have the power to call additional meetings of itself or general meetings of WARG as it feels necessary.
- f) Extraordinary General Meeting. An Extraordinary General Meeting may be called by fifteen members or one third of the membership, whichever is the smaller, or by the Committee.

9. FINANCE

- a) A bank account shall be opened in the name of the Association.
- b) The Financial Year shall end on March 31st the accounts being closed on that date and prepared for presentation to the next AGM.
- c) Cheques or bank transfers, through the use of online banking, may be signed by any officer or by any committee member who is authorised to do so by the Committee, with the number of signatories per cheque/transfer determined by the bank.

10. AMENDMENTS TO THE CONSTITUTION

Any proposal to amend the Constitution must be proposed and seconded in writing to the Secretary not less than 28 days before the date of the General Meeting at which it is to be

considered. Notice of such a meeting, giving an agenda including wording of the proposed alteration, must be sent to all members in accordance with normal procedure. An amendment will require the approval of a two-thirds majority of those members present and voting at the General Meeting.

11. DISSOLUTION

If the Committee, by a simple majority, decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve WARG, it shall call a meeting of all members of the Association of which meeting not less than 21 days notice stating the terms of the resolution. If such a resolution shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have the power to dispose of any assets held by or in the name of the Association, with any assets remaining after the satisfaction of any proper debts and liabilities to be assigned to activities that meet the original objectives of WARG.

12. THIS CONSTITUTION was adopted as the Constitution of the Winchester Archaeological Rescue Group at the Annual General Meeting held on 2nd April 2012 and revised to version 3 at the Annual General Meeting on 9th October 2023.....

SignedKate Robinson..... (Chair)Kim Batten..... (Secretary)