

## **DRAFT CONSTITUTION (for discussion at AGM, 31 March 2016)**

### **1. TITLE**

Greystones Archaeological and Historical Society (GAHS)

### **2. PURPOSE OF ORGANISATION**

The Society shall be non-political, and an autonomous organisation. However, it may choose at any time, on the decision of the Committee, to be affiliated with other historical group networks on an annual basis.

The purpose of Greystones Archaeological and Historical Society shall be:

To actively promote interest in, and awareness of the historical and archaeological heritage of Greystones and its surrounding area, and of the broader national history and heritage;

To gather, record and publish information relevant to local genealogy, archaeology and local history;

To host talks on a range of topics relevant to local and national history and archaeology;

To develop occasional heritage/historical events as agreed by the committee;

To arrange outings to sites, exhibitions and events of local and national historical and archaeological interest;

To network with other heritage/historical groups, associations and societies.

### **3. MEMBERSHIP AND SUBSCRIPTIONS**

Membership of the Society shall be open to all with an interest in the history/heritage of Greystones and surrounding area;

Members will be required to pay an annual subscription fee.

Subscription fees shall be recommended by the committee and be approved at AGM/EGM.

### **4. THE COMMITTEE**

The committee will consist of a minimum of four members and be approved at the Society's AGM.

Any fully paid up member of the Greystones Archaeological and Historical Society may stand for election onto the committee.

Ordinary members may be co-opted by the committee for a short term to help the committee with specific work. These co-opted members will be non-voting members of the committee.

The committee shall include the following officers:

Chairperson  
Secretary  
Treasurer

The committee shall meet at least six times a year. It is responsible for ensuring that the Society complies with its aims and is properly managed. All committee members are expected to attend meetings regularly.

## 5. **ELECTION OF THE COMMITTEE**

Current committee members who have completed a year in office will be eligible for re-nomination to the incoming committee.

Any fully paid up member may stand for election onto the Committee.

The name of any candidate indicating his/her willingness to stand for election to the Committee shall be submitted to the AGM, proposed and seconded by two fully-paid up members, and any candidate receiving a majority of the votes cast shall be deemed elected to the Committee.

In the event of an officer's post falling vacant, the committee may co-opt a member to fill the vacancy until the AGM following. This member shall be a voting member.

## 6. **TERMINATION OF MEMBERSHIP OF THE COMMITTEE**

A member of the committee shall cease to be a member if s/he is absent from three consecutive committee meetings without due cause.

A member of the committee may resign by sending a written resignation to the secretary or chairperson of the committee.

## 7. **ROLE OF COMMITTEE MEMBERS**

To actively participate at meetings;

To raise relevant views, concerns and suggestions of ordinary member of Greystones Archaeological and Historical Society at committee meetings;

To liaise and make representation and develop links on behalf of Greystones Archaeological and Historical Society members with statutory agencies and other community groups;

To support other members of the committee and to support decisions of the committee;

To promote the work of Greystones Archaeological and Historical Society in the wider community;

To maintain confidentiality in all matters relating to Greystones Archaeological and Historical Society.

In addition, the following tasks will apply to different officers:

### **Chairperson**

To chair committee meetings;

To ensure that the work of the committee and the organisation is ongoing;

To ensure that the ordinary meetings are conducted and organised efficiently and in keeping with the constitution of the Greystones Archaeological and Historical Society;

To represent Greystones Archaeological and Historical Society to external groups as necessary.

### **Secretary**

To keep accurate and concise records of meetings held;

At each committee meeting, to provide all committee members with the minutes of the previous meeting,

To ensure that the membership lists are up-to-date and the information is accurate;

To correspond with various external organisations as necessary.

### **Treasurer**

To ensure that correct records are kept of all monetary transactions;

To ensure that all the records are safely and confidentially stored;

To ensure that there are at least two current names as signatories at all times on the accounts;

To organise payments to guest speakers and facilitators, to pay rent and other bills as they arise;

To liaise closely with the committee on reports to funding bodies;

To compile, or assist in compilation of an annual statement of accounts for the AGM and/or funding applications as required.

## **PRO**

To communicate information on Society activities and forthcoming events through local and national newspapers and other publications, radio stations, social media etc;

To ensure that the meetings and all other events run by the Society and open to the public are advertised as widely as possible.

## **Website administrator**

To ensure that the website is operating effectively and update/modify as necessary;

To enter material relating to the Society as well as other material of relevance to members;

To deal with queries submitted by visitors to the website.

## **8. PROCEEDINGS OF COMMITTEE MEETINGS**

At any committee meeting, four members shall constitute a quorum.

Matters arising at any committee meeting shall be decided by open and thorough discussion. Where a consensus cannot be reached, a decision will be made by voting. In the case of equality of votes, the chairperson will have the casting vote.

The committee may from time to time appoint a sub-committee or working party to carry out tasks assigned as the committee deems fit. These sub-committees will be accountable to the committee.

Any discussion on a specific issue remains confidential to those present at the meeting. No committee member shall repeat another member's opinions outside the committee. Only the committee's final decisions will be communicated to non-committee members.

## 9. **AGM/EGMs**

An AGM will take place annually, not more than thirteen months after the previous AGM.

Income and expenditure accounts in respect of the preceding year shall be presented and agreed at the AGM.

A chairperson's report outlining the previous year's activities will be presented to the AGM.

An extraordinary general meeting can be called at any time at the request of the committee or one-quarter of the membership.

The secretary or chairperson of the committee shall send the details of the date, time, venue and agenda of each AGM and any EGM to each member at least fourteen days before the date of the meeting.

Details of proposals put forward by the Committee to be voted on at the AGM/EGM shall be forwarded to members together with the notice of the meeting at least fourteen days in advance of the meeting.

Proposals put forward by ordinary members to be voted on at the AGM/EGM shall be submitted to the Committee at least twenty-one days before the date of the meeting, and circulated to members together with the notice of the AGM at least fourteen days in advance of the meeting.

## 10. **ORGANISATION OF MEETINGS**

The venues of the ordinary meetings of the organisation will be arranged by the committee as appropriate.

The meetings are organised by the committee.

A representative of the committee will be present to chair the meeting and introduce the topic, activity or guest speaker.

The representatives of the committee will update the members with any relevant information, including the financial position of the organisation, at regular intervals.

The committee will organise and confirm topics, activities or guest speakers for each meeting. The committee will also liaise/advise on the format of the meeting.

Members will be given advance notice of meetings by post and, where applicable, email and text message.

## 11. **FINANCE**

The committee is responsible for all income and expenditure. Any expenditure must be agreed by the committee at official committee meetings. The committee will ensure that proper books and accounts are kept.

Any monies held by the organisation shall be held in the name of Greystones Archaeological and Historical Society.

A bank account will be established with three signatories appointed from the committee. All cheques must be signed by two of these signatories.

All financial transactions will be recorded in the minutes and the treasurer shall keep proper records of the finances of the organisation.

## 12. **AMENDMENTS**

The constitution may only be amended by a two-third majority of the members present and voting at the AGM or an EGM