

## **LISS ARCHAEOLOGY CONSTITUTION**

### **OBJECTIVES**

1. The objectives of Liss Archaeology (LA) are:
  - a. To identify and investigate the archaeological heritage of the local area of East Hampshire;
  - b. To encourage and involve local residents in learning about and investigating local history, by offering hands-on experience of various aspects of archaeological investigation; and
  - c. To add to the existing written and pictorial records of local archaeological sites by producing reports of excavations and other activities of LA, and by lodging copies of such with appropriate bodies.

### **ORGANISATION**

2. LA is an “unincorporated not-for-profit” organisation, meaning that no officer or member can derive income or assets acquired by the organization, either whilst it is active or on its dissolution.
3. The income of LA will only be used for the objectives of the organisation as outlined above, and to reimburse any legitimate expenses.

### **MEMBERSHIP**

4. Any person aged 18 or above may join LA as a full voting member on payment of the annual subscription.
5. Membership for those aged under 18 is not permitted, for liability insurance reasons.
6. Subscription rates and categories will be determined by the Committee and ratified by those members attending the AGM.

### **COMMITTEE**

7. At the AGM the members of LA will elect a Committee which will be responsible for the day-to-day running of LA. It will comprise a minimum of six voting members including Chairman, Vice-Chairman and Treasurer. The Archaeology Director is to be an ex-officio member of the Committee, with full voting rights.
8. Extra voting members may be elected to the committee as required, with the approval of the AGM.

9. The Committee is empowered to temporarily co-opt up to four other persons if their expertise is relevant to a given set of circumstances. This may include the site owner(s) during the period of excavation on their land. Experts, such as professional archaeologists, may also be invited to attend meetings of the Committee to offer advice. Such invitees and co-optees will have no voting rights.
10. For the Committee to make any decisions a quorum of the Chairman or Vice-Chairman plus two voting members must be present.
11. The Chairman shall not normally vote on Committee decisions but shall have a casting vote when a vote is tied.
12. The role of Chairman should be for a maximum period of four years.
13. For "lay" roles, i.e. other than the Chairman, Vice-Chairman, Treasurer or Archaeology Director, the maximum period should be two years.
14. Term periods may be extended if recommended by the Committee and ratified at AGMs.

#### **FIELDWORK COMMITTEE**

15. The Fieldwork Committee's role is to arrange the main archaeological events and activities of LA.
16. This Committee is to be chaired by an appointee of the Main Committee and is composed of the Archaeology Director and appropriately experienced members.~~This Committee is to be chaired by the Chairman and is composed of the Archaeology Director and appropriately experienced members.~~

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#### **ORGANISATION**

17. An Annual General Meeting is to be held during April if possible, the details of which will be circulated to members at least 21 days beforehand.
18. Extra-ordinary meetings can be called at any time by the Committee or by ten individual members, but at least 14 days' notice is required. A quorum for general meetings will be ten members or one fifth of the total membership, whichever is the smaller.
19. The funds of LA will be held in a bank account in the name of the group. Cheques may only be drawn with the signatures of two

Committee members who are approved by the Committee.

20. The Treasurer will be responsible for maintaining up-to-date accounts, which will be independently examined and presented to members at the AGM. The Committee will elect a suitably-qualified person to be appointed as Examiner.

#### **ACTIVITIES AND EVENTS**

21. The Committee will arrange appropriate liability and equipment insurance for LA's official activities and events.
22. The Committee will also ensure that all activities and events, and any personal information held about members, are conducted in accordance with current UK legislation and best practice, particularly as regards health and safety, data protection and safeguarding of non-adults visiting sites.
23. All activities will be led by a suitably-experienced person who will ensure appropriate risk assessments have been undertaken.
24. Any finds/artefacts will remain the property of the owner(s) of the site, unless that right is waived in writing. Appropriate advice will be sought regarding the eventual destination of finds.

#### **IN EVENT OF WIND-UP**

25. Should LA be wound up, any remaining assets and equipment will (after payment of debts, liabilities, etc.) be transferred to another organisation whose aims are similar to those of LA.

#### **AMENDMENT**

26. This constitution may only be amended by a two-thirds majority vote at a meeting of the general membership, following the statutory notice.

~~26.~~ [As amended at 2021 AGM.]

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