



## CONSTITUTION

### 1. NAME

1.1 The group shall be known as the Fane Road Archaeology Group and hereinafter referred to as FRAG and/or FR Archaeology Group.

### 2. OBJECTIVES OF THE GROUP

2.1 To promote public interest in archaeology.

2.2 To further the understanding of archaeology particularly in the Peterborough area.

2.3 To pursue this objective by fieldwork, lectures, workshops and visits.

2.4 To distribute literature on archaeology when appropriate.

2.5 To raise funds, receive contributions, donations and otherwise for the benefit of the members.

2.6 To make information and data generated through the activities of FRAG available to the authorities responsible for updating the Historic Environmental Records and share this information with local communities and groups.

### 3. MEMBERSHIP AND SUBSCRIPTIONS

3.1 Membership is open to anyone who is 18 years of age or over who has an interest in the activities of FRAG and agrees with its terms and conditions particularly those contained within this constitution.

3.2 Any person under the age of 18 years who is authorised by the committee to attend or be on a site controlled by FRAG will normally be required to be supervised by an adult member or parent or guardian or other person(s) responsible for their wellbeing.

3.3 The amounts and dates for payment of annual subscriptions shall be set by the Group's Committee and then reviewed annually. Subscriptions will be collected annually and membership shall lapse if the subscription is unpaid two months after it is due.

3.4 The Committee will have the right to authorise the levy of additional charges over and above the membership fee to fund or assist in funding other activities e.g. specific events, excavations, specialist costs, entrance fees, publications, etc.

3.5 The Committee may terminate an individual's membership where the actions or conduct of the individual in question are considered to be substantially in contravention of this constitution and/or bringing the name of FRAG into disrepute. To terminate an individual's membership the Committee must pass the resolution to terminate by a unanimous vote. If the individual in question is an elected Committee Officer an Extraordinary General Meeting (EGM) will be called and the Committee re-elected.

#### **4. COMMITTEE AND OFFICERS**

4.1 FRAG shall elect a Committee of not less than 5 Officers consisting as a minimum; a Chairperson, Secretary, Treasurer, Field Officer, and Safe Guarding Officer. Other positions can be elected subject to proposal, seconding and majority voting.

4.2 Officers of FRAG shall be elected to serve for a maximum of one year. The Committee is expected at all times to maintain a professional and trustworthy approach to its activities and follow best practice. The Committee shall have the power to co-opt new Committee members for specific roles as appropriate.

4.3 FRAG may invite representatives from other organisations to attend Committee or General Meetings as they deem appropriate but such persons will not have any voting rights.

4.4 FRAG Committee members and auditor(s) are elected for a period of one year but may be re-elected at the end of that period, with the exception of the Chairperson who may not hold office for more than three years consecutively. Should any of the five official positions mentioned in 4.1 above become vacant the other Committee members will be advised as soon as possible and arrangements will be made to fill the vacancy.

4.5 The Committee may co-opt paid-up members of FRAG to fill vacancies with such co-opted members only serving until the next AGM

#### **5. FUNDING / FINANCES**

5.1 FRAG is a not for profit organisation therefore any funds received from donations, membership fees, the sale of goods or other fund raising activities will only be used to sustain and maintain the activities of FRAG.

5.2 Outgoings from the bank account will be authorised by two signatories normally the Treasurer and one other. Those elected officers authorised to sign and countersign will be authorised at an appropriate Committee Meeting and the minutes of that meeting will record the said authorisations. Those authorised signatories shall not be members of the same family or partnership.

5.3 All payments made /money out shall be evidenced by a receipt or similar document/record.

5.4 All funds/money received shall be recorded by the Treasurer and used as in 5.1 above and for no other purpose.

5.5 At the end of FRAG's financial year the Treasurer will produce accounts of FRAG's financial activities and a report to the Annual General Meeting about the state of FRAG's financial affairs.

The accounts will be checked by the Chairperson and/or Secretary and auditor and if they are considered to be a fair and true reflection they will be signed by the said person(s) to that effect.

5.6 The state/report of the financial affairs of FRAG will be an agenda item at all Committee and General Meetings.

## **6. MEETINGS**

6.1 An Annual General Meeting (AGM) of the group shall be held every year. All members shall be notified not less than 14 days before the meeting and an agenda will be circulated.

6.2 The business of the AGM will be:

- *To receive the Chairperson's report of the previous year's activities;*
- *To receive the Treasurer's report and the independently checked and verified accounts;*
- *To elect Officers/Committee Members for the forthcoming year (those elected shall have a proposer and a seconder and will be elected by majority vote);*
- *To appoint/reappoint an auditor;*
- *To conduct any other business that the Committee may deem fit to include.*

6.3 Committee Meetings will be held as and when deemed appropriate by Committee Members.

6.4 An Extraordinary General Meeting (EGM), open to all paid up members at the time of the meeting, may be called as required by the Committee or the membership. If called by the membership then at least 30% of the membership shall write to the Secretary requesting such meeting and stating the reason why. All members shall be notified not less than 14 days before the meeting and an agenda will be circulated.

6.5 MINUTES: Minutes of all meetings (eg AGM, EGM, and Committee) will be recorded, entering as a minimum all proceedings, resolutions and voting results. Copies of these minutes will be sent to the Secretary who will keep these securely, distribute copies where necessary and maintain these as historical records of FRAG.

6.6 VOTING: All questions/resolutions arising at meetings shall be decided by a simple majority of those present and entitled to vote provided they are current fully paid-up members. No member shall exercise more than one vote, but in the case of a tie/drawn vote the Chairperson shall have a second and casting vote.

6.7 QUORUM: A quorum for a Committee Meeting will be at least FOUR members. A Quorum for an Annual General Meeting or Extraordinary General Meeting will be at least 20% of the current and paid-up membership.

6.8 AUDIT: The auditor does not have to be a chartered accountant but must be competent to audit accounts and be willing to document that the accounts are acceptable and give in his/her opinion an accurate and fair view of the financial dealings of FRAG assuming that it is their opinion. Should this not be the case the Committee will arrange a suitable investigation. Auditors must be independent, namely they cannot be a member of the Committee.

## **7. GROUP PROPERTY**

7.1 Income received by FRAG and any property belonging to it shall be used only for the operation of the objectives contained within this constitution. No income or property may be distributed to members.

7.2 All artefacts that are uncovered in the course of FRAG excavations must be declared to FRAG and remain under its control and responsibility until they are disposed of according to the current law governing such finds.

## **8. EQUALITY AND DIVERSITY POLICY**

8.1 FRAG believes in equality and diversity for all, and will not discriminate on grounds of race, sexual orientation, gender, gender reassignment, disability, age, religion or ethnic origin as far as is reasonably possible. The Committee will deal with any written complaint(s) received.

## **9. VULNERABLE PERSONS POLICY**

9.1 FRAG recognises the need to provide a safe and secure environment at all times to vulnerable persons. An appropriate policy to help ensure this is the case will be established and reviewed at least annually.

## **10. AMENDMENT/S TO THE CONSTITUTION**

10.1 If amendments to the Constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendment/s.

10.2 Any proposed amendment will be made available to all current fully-paid members not less than 14 days prior to the General Meeting where such amendment(s) are to be considered and voted upon.

## **11. DISSOLUTION**

11.1 FRAG may be dissolved by a resolution passed by two-thirds majority of those current and paid up members present and voting at an EGM. This resolution may give instructions for the disposal of any assets held by or in the name of FRAG provided that any remaining assets after the payment of all debts and liabilities are donated to other voluntary archaeology groups or societies with aims similar to those of this constitution as determined by the members at an EGM.

The definition of "Members" in the context of this clause (11) and only in the case of dissolution shall include those members current and paid up at the time that FRAG became non-active or at such time as the event occurred to make the continuance of archaeology activities to cease

11.2 All heritage/archaeological records including notes, photographs, maps, finds and drawings will be donated/given to the Historic Environment Record Office in Peterborough.