

Constitution of
The Helmsley Archaeological and Historical Society

Preamble

The Helmsley Archaeological Society was formed in 1950 by a group of interested people and, over the years, it has organised programmes of lectures on archaeological topics, excursions to places of interest, and a number of excavations and investigations of local sites. It published "A History of Rievaulx and District" in 1963, and has published the "Ryedale Historian" regularly since 1965.

In April 1998 the Committee decided that the addition of the words "and Historical" to the Society's name would more accurately reflect the breadth of its members' interests and this change was agreed at the following Annual General Meeting.

In 2000 the Committee discussed the desirability of seeking charitable status for the Society, agreed the draft constitution which follows, and decided to seek registration as a charity. The constitution was adopted at a general meeting on 20th April 2001.

A. Name and Status

The Association shall be called "The Helmsley Archaeological and Historical Society". The Society's centre will continue to be Helmsley, but its activities may extend more widely within Ryedale District, the County of North Yorkshire and Northern England.

B. Administration

Subject to the matters set out below the Society shall be managed and administered in accordance with this constitution by members of the Executive Committee constituted under clause G of this constitution, who shall be the Trustees of the Charity.

C. Objects

To advance the education for the public benefit in archaeology and local history in Northern England by the following:

1. to increase and disseminate knowledge of an interest of the same
2. to undertake and support research into sites and archives of archaeological and historical interest, and the publication of the results of such researches
3. to encourage the identification, protection and preservation of such sites and archives.

D. Powers

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

1. power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any requirements of the law
2. power to buy, take on lease or in exchange or in other ways acquire any property necessary for the achievement of the objects and to maintain and equip it for use
3. power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity
4. power to co-operate with and engage in joint activities with other organisations with similar objects, and to exchange information and advice with them
5. power to do all such other lawful things as are necessary for the attainment of the Society's objects.

E. Membership

1. membership of the Charity shall be open to:
 - a. individuals (over the age of 18 years) who are interested in furthering the work of the Charity and who have paid any annual subscription laid down from time to time by the Executive Committee

- b. any body corporate or unincorporated association which is interested in further the Charity's work and has paid any annual subscription (any such body being called in this constitution a "member organisation").
2. every member shall have one vote
3. each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Charity; and may appoint an alternative to replace its appointed representative at any meeting of the Charity if the appointed representative is unable to attend
4. each member organisation shall notify the name of the representative appointed by it and of any alternate to the Secretary. If the representative or alternate resigns from or otherwise leaves the member organisation he or she shall forthwith cease to be the representative of the member organisation
5. the Executive Committee may unanimously and for good reason terminate the membership of any individual or member organisation, provided that the individual concerned or the member organisation concerned (as the case may be) shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

F. Honorary Officers

At the Annual General Meeting of the Charity the members shall elect from amongst themselves a chairman, a vice-chairman, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

At an Annual General Meeting the Society may elect a President and one or more Vice-Presidents.

G. Executive Committee

1. The Executive Committee shall consist of not less than nine members and no more than fifteen members being
 - a. the honorary offices prescribed in the preceding clause
 - b. not less than five and not more than eleven members elected at the annual general meeting who shall hold office from the conclusion of that meeting
2. The Executive Committee may appoint not more than four co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one-third of the members of the Executive Committee would be co-opted members
3. All the members of the Executive Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.
4. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member
5. Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would, if appointed, be disqualified under the provisions of the following clause
6. No person shall be entitled to act as a member of the Executive Committee whether on first or subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Charity.

H. Determination of Membership of Executive Committee

A member of the Executive Committee shall cease to hold office if he or she:

1. is disqualified from acting as a member of the Executive Committee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision)
2. becomes incapable by reason of mental disorder, illness or injury of managing his or her own affairs
3. is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated, or

4. notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect)

I. Executive Committee Members not to be personally interested

No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

J. Meetings and proceedings of the Executive Committee

1. The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the Chairman or by any two members of the Executive Committee upon note less than 7 days notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member not less than 21 days' notice must be given
2. The Chairman (or in his absence the Vice-Chairman) shall act as chairman at meetings of the Executive Committee. If both the Chairman and Vice-Chairman are absent from any meeting the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted
3. There shall be a quorum when at least one-third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting
4. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote
5. The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee
6. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution
7. The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

K. Receipts and expenditure

1. The funds of the Charity, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
2. The funds belonging to the Charity shall be applied only in furthering the objects.

L. Property

- 1) Subject to the provisions of sub-clause 2) of this clause, the Executive Committee shall cause the title to:
 - a. All land held by or in trust for the Charity which is not vested in the Official Custodian for Charities, and
 - b. All investments or other property held by or on behalf of the Charity to be vested either in a corporation entitled to act as custodian trustee or in not

less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members

- 2) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Charity, the Executive Committee may permit any investments held by or in trust for the Charity to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

M. Accounts

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

1. the keeping of accounting records for the Charity
2. the preparation of annual statements of account for the Charity
3. the auditing or independent examination of the statements of account of the Charity, and
4. the transmission of the statements of account of the Charity to the Commission.

N. Annual Report

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

O. Annual Return

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

P. Annual General Meeting

1. there shall be an annual general meeting of the Charity which shall be held in the month of April in each year or as soon as practicable thereafter
2. every annual general meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting
3. before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. The Chairman of the Executive Committee (or in his or her absence the Vice-Chairman) shall be the chairman of subsequent meetings, but if neither is present, before any other business is transacted, the persons present shall elect a chairman of the meeting
4. the Executive Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year
5. nominations for election to the Executive Committee must be in the hands of the Secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

Q. Special General Meetings

The Executive Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

R. Procedure at General Meetings

1. The Secretary or other person appointed by the Executive Committee shall keep a full record of the proceedings at every general meeting of the Charity

2. There shall be a quorum when at least one-tenth of the number of members of the Charity for the time being or ten members of the Charity, whichever is the greater, are present at any general meeting.

S. Notices

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the Secretary or the Executive Committee on any member either personally or by sending it by prepaid letter addressed to such member at his or her last-known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

T. Alteration to the Constitution

1. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed
2. No amendments may be made to clause A, clause C, clause I, clause U or this clause without the prior consent in writing of the Commissioners
3. No amendment may be made which would have the effect of making the Charity cease to be a charity at law
4. The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause

U. Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 day's notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of the accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.

V. Arrangements until first Annual General Meeting

Until the first annual general meeting takes place this constitution shall take effect as if reference in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.