

BUCKINGHAMSHIRE ARCHAEOLOGICAL SOCIETY

(Founded in 1847)

RULES

(Revision 24 shown in blue, agreed by vote at Annual General Meeting on 7 May 2016)

TITLE

1. The Society, which is a Literary and Scientific Institution within the meaning of Section 33 of the Literary and Scientific Institutions Act 1856, shall be called “The Architectural and Archaeological Society for the County of Buckinghamshire”. Short sub-title: “Buckinghamshire Archaeological Society”.

OBJECTS

2. The objects of the Society are: to promote and to foster among the public the study of architecture, archaeology, geology, botany, genealogy, zoology, topography, heraldry, numismatics and the general and domestic and natural history and arts of the historic county of Buckinghamshire:

(a) By the formation and maintenance of a Library (which shall be used for the purpose of dissemination and propagating science, literature and the arts), by the periodical publication of *Records of Buckinghamshire*, by miscellaneous publications, by papers and discussions, and by visits to places of historical interest.

(b) By participating in the protection of and the preservation, as far as possible, of buildings, sites or objects of public, local, antiquarian or historic interest or of aesthetic value and by recording discoveries.

(c) By making and participating in excavations and researches.

(d) By collecting and preserving ancient documents and records, and by encouraging the copying, printing and preserving of parish registers, monumental and other inscriptions and epitaphs.

(e) By the preservation in legal custody of the Records committed to its charge by the Master of the Rolls.

(f) By collecting and preserving archaeological material, books, pamphlets, deeds, photographs, engravings, paintings, coins, drawings, plans, rubbings, models and all other objects for the County Museum.

(g) By collaborating with Buckinghamshire County Council to maintain and support the County Museum and the exhibits therein, the property of or on loan to the Society.

(h) By giving expert opinion and advice, and by doing all such other acts, matters and things directly or directly incidental or otherwise conducive to the attainment of the objects of the Society in promoting and fostering among the public such studies as aforesaid.

MEMBERSHIP

3. The Society shall consist of ordinary, family, junior and honorary members and affiliated societies. Subscriptions for the various classes of membership shall be such a sum as may be fixed from time to time by the Council and shall be due on the last day of January in each year.

(a) ORDINARY MEMBERS. Each ordinary member shall pay an annual subscription or may compound for life by one payment and shall be entitled to receive one copy of *Records of Buckinghamshire* on publication.

(b) FAMILY MEMBERS. Two or more people living at the same address, and their children under the age of eighteen, shall pay an annual joint subscription and shall be entitled to receive jointly one copy of *Records of Buckinghamshire* on publication.

(c) JUNIOR MEMBERS. A junior member, being under the age of eighteen, or up to the age of twenty-five if in full time education, shall pay an annual subscription and shall be entitled to purchase one copy of *Records of Buckinghamshire* on publication by an additional payment of such sum as may be determined by Council from time to time.

(d) HONORARY MEMBERS. The Council, as defined by Section 5(b), may elect as an Honorary Member of the Society any person who is distinguished in subjects, the promotion of which form part of the Society's activities or who has done valuable work for the Society. Honorary Members shall receive one copy of *Records of Buckinghamshire* on publication and have the use of the Library.

(e) AFFILIATED SOCIETIES. A society, school, club or similar organisation may become an affiliated society and shall pay an annual subscription. Such an affiliated society shall be entitled to send two representatives to any meeting or other function of the Society open to all members and to receive one copy of *Records of Buckinghamshire* on publication. Such representatives shall be entitled to a single vote on behalf of their affiliated society at any general meeting.

(f) If any member's subscription be in arrears for any one year, such member shall cease to be a member

(g) Publications of the Society shall be sold to non-members of the Society for such sum as the Council may from time to time determine.

ELECTIONS

4. (a) At each Annual General Meeting of the Society held for that purpose, the subscribing members shall elect from among themselves the following officers: a President, Chairman, Honorary Secretary, Honorary Membership Secretary, Honorary Editor of *Records*, Honorary Treasurer, Honorary Librarian and Honorary Archivist.

(b) At each Annual General meeting the subscribing members shall also elect nine ordinary members of council, as defined by Section 5(b), each of whom shall serve for a maximum of three years and upon retirement shall not be eligible for re-election the following year.

(c) At an Annual General Meeting the subscribing members may appoint one or more Vice Presidents who shall continue in office until their resignation or until removed by an Annual General Meeting.

(d) The Annual General Meeting shall also appoint an Honorary Auditor for the ensuing year.

GOVERNMENT

5 (a) The Society is a registered charity. All officers and ordinary members of the Council as defined by Section 5(b) elected at an Annual General Meeting shall become the Ordinary Trustees of the charity. All assets of the Society shall be held by all of its Ordinary Trustees from time to time subject to the particular arrangement for vesting of any freehold or leasehold property in the Holding Trustees under the provisions of Section 9.

(b) The business of the Society shall be conducted by a Council (“the Council”) composed of the officers together with the nine ordinary members of council and any person appointed under Section 7 (k) below to fill a vacancy.

(c) The curator of the County Museum shall be a member of Council *ex officio*.

(d) The Council shall meet at Ceeley House in Church Street, Aylesbury, in January, April, July and October or at such times and places as may be deemed desirable: five members shall constitute a quorum. No business may be transacted with a lesser number.

(e) In the event of a tied vote on Council the chairman shall have a casting vote.

(f) In any matter concerning the assets of the Society including the freehold and leasehold property and the collections of the Society only the Ordinary Trustees shall be eligible to vote at any Council meeting.

(g) Any elected member of Council who shall fail to attend at least one Council Meeting in the year, unless through illness or other unavoidable cause, shall cease to be a member and the vacancy shall be filled by Council or at an AGM whichever falls first.

POWERS AND DUTIES OF THE COUNCIL

6. (a) At its first meeting following an AGM, Council shall elect a Vice-Chairman.

(b) In the absence of the Chairman or Vice-Chairman, a chairman for the meeting shall be elected from the members in attendance.

7. The Council shall have the following powers:

(a) To undertake and execute any trusts which may lawfully be undertaken by the Society and may be conducive to its objects.

(b) To dispose of or turn to account any property of the Society as may be thought expedient with a view to the promotion of its objects.

(c) To borrow or raise money for the purposes of the Society on such terms or on such securities as may be thought fit.

(d) To support or aid any charitable associations or societies and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Society or calculated to further its objects.

(e) To make its own rules and arrangements as to summoning and conducting meetings.

(f) (i) The Chairman or Vice-Chairman may convene a meeting of the Council at any time and shall also convene such a meeting on the written request of not less than five members of the Council addressed to the Chairman.

(ii) If between ordinary meetings of the Council the Chairman deems it important to establish the views of Council on any urgent matter, and if in his view it is not convenient or reasonable to convene an extraordinary meeting of Council, then the Chairman may consult all members of the Council by electronic means or otherwise and shall have power to reach a decision after so doing, taking account of the majority view. Upon the Chairman reporting his decision based on such consultation to the next ordinary meeting of the Council it shall be duly entered in the Minutes of the meeting as having been approved by Council.

(g) The Council shall require and receive up-to-date reports every three months from the Honorary Secretary, Honorary Treasurer, Honorary Editor of the *Records*, Honorary Librarian, Honorary Archivist and Honorary Membership Secretary.

(h) The Council shall make such arrangements and by-laws as it may consider requisite for regulating the use by members of the Society and others of the premises at Ceeley House reserved for the use of the Society.

(i) The Council may, in cases of expediency, exclude from membership of the Society any member.

(j) The Council may establish in accordance with written terms of reference any such group or section as it may deem appropriate to further the promotion and study of subject areas within the Society's objects as set out in Section (2) above. Any group so established shall appoint from within its membership a secretary who shall submit an annual report to Council on the activities of the group or section during the preceding year.

(k) The Council may fill any vacancy arising on the Council until the Annual General Meeting following the occurrence of the vacancy.

(l) The Council may determine the rates of subscription for all classes of membership.

NON-TRUSTEE POSTHOLDERS AND REPRESENTATIVES

8. (a) Council may appoint individuals to, and remove them from, non-elected administrative posts relevant to the functions of the Society.

(b) Any group or section established under Section 7 (j) above shall appoint an individual as the designated representative to the Council of that group or section.

(c) Such administrative post-holders and representatives of groups and sections shall receive copies of councils' agenda and minutes and may attend council meetings if a matter arises relevant to their role or activity on which they wish to comment or to make report, or if invited by the Honorary Secretary.

(d) Council may invite to council meetings such representatives of organisations operating within its area of interest as it considers appropriate having regard to the important roles of relevant bodies holding statutory or other responsibilities in areas relating to the Society's objects.

HOLDING TRUSTEES AND PROPERTY

9. (a) All freehold and leasehold property of the Society shall be vested in Holding Trustees (“the Holding Trustees”) who shall be not less than two and not more than four in number and elected by the ordinary members at the Annual General Meeting or any general Meeting called for that purpose. Such Holding Trustees shall hold office for life, unless such term shall be determined by resignation or removal by the vote of not less than two-thirds of the ordinary members present at the Annual General Meeting or a General Meeting called for that purpose.

(b) On the death, resignation or removal of any Holding Trustee, the vacancy so caused shall be filled at the Annual General Meeting of the Society held next following the occurrence of the vacancy or at an Extraordinary General Meeting.

(c) The Society’s Honorary Secretary shall act as Honorary Secretary to the Holding Trustees.

(d) The Holding Trustees shall communicate with each other and with Council at least once a year to ensure that any issues relating to the Society’s property are dealt with effectively.

(e) The Holding Trustees shall act in accordance with such instructions of the Council as are agreed by a special resolution of the Council on which only Ordinary Trustees shall be eligible to vote, and they shall not enter into any legally binding agreement without the same having been approved by such a special resolution of the Council and written notice of the same delivered to them.

(f) The Holding Trustees shall have a right of attendance at council meetings ex-officio.

10. The Society shall not make any dividend, division or bonus in money to or between any of its members.

GENERAL MEETINGS

11(a) A General Meeting may be convened at any time by the Council, and must be summoned by the Chairman of Council at the written request of three Vice-Presidents or fifteen subscribing members specifying the reasons and business.

(b) The Annual General Meeting of the Society shall be held at a date to be fixed by the Council and at least ten days notice of the same shall be sent to each subscribing member together with an Agenda of the business to be transacted at the Meeting and a copy of the audited financial statement of Income and Expenditure for the previous financial year, and any other information as the Council may consider advisable. The Meeting shall require and receive reports of the affairs of the Society and a financial statement to date from the Council through the Honorary Officers, and shall then elect Officers and Council for the ensuing year.

(c) Fifteen members shall form a quorum, or should the total membership on the books of the Society be less than 300, then one-twentieth of the total number.

LIST OF MEMBERS, RULES, ETC

12. The Honorary Membership Secretary shall maintain in the Society’s Headquarters for the information of members a copy of the Rules and a list of Officers and members of the Society.

ALTERATION OF RULES

13. No new rules shall be passed, and no alteration shall be made in any existing rules, unless notice of the proposed new rule or alteration shall have been sent in writing to the Honorary Secretary at least three weeks before a general Meeting of the Society, and the same shall have been inserted in the Agenda and such new rule or alteration shall be adopted by a two-thirds majority of those present and voting.

[BAS constitution, revised version 24, 7 May 2016]