

**ARCHAEOLOGICAL AND
HISTORICAL SOCIETY
(Ammanford and District)**

CONSTITUTION

Constitution:

adopted on the 18th day of September 2006.

1: Name:

The Historical and Archaeological Society (Ammanford and District). Hereinafter called 'the Society'.

2: Administration:

Subject to the matters set out below the Society and its property shall be administered and managed in accordance with its constitution by the members of the Executive Committee, constituted by clause 7 of this constitution ("the Executive Committee").

3: Object:

The object of the Society is to raise the awareness of the people of Ammanford and the neighbouring district and elsewhere of the need to record and preserve the history and archaeology of the area

4: Powers:

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

- (a) power to establish a forum of the Society so as to increase public knowledge of the history and archaeology of the area.
- (b) power generally, to further the purposes of the Society by assisting in the encouragement and development of the facilities afforded by it including the arranging and provision of exhibitions, meetings, lectures, field trips, digs, and similar related activities, in conjunction with other bodies if necessary,
- (c) power, when invited to do so, to appoint representatives and delegates to any other bodies with whom the Society may be concerned and to organised activities of those bodies,
- (d) power to support and co-ordinate volunteers in publishing, education, research, advertising and other work in furtherance of the said object,
- (e) 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 relevant requirements of the law.
- (f) power to fix the annual membership subscription for each category of membership, subject to confirmation at the next annual general meeting.
- (g) power to purchase manuscripts, printed books and other materials for the furtherance of the said object and to decide where, under what conditions and such manner, such assets are to be deposited in order best to further the object,
- (h) power to appoint and constitute such advisory committees as the Executive Committee may think fit.
- (i) power to do all such other lawful things as are necessary for the achievement of the object.

5: Membership:

- (1) Individual membership of the Society shall be open to any person interested in furthering the object and who has paid the annual subscription. The categories of membership shall be as follows:

For UK and Europe

Individual Members,
Family Membership,
Group Membership,

Overseas

Individual Membership,
Family Membership,
Group Membership.

- (2) Every Individual Member shall have one vote,
- (3) Each Family or Group Membership shall appoint a named individual to represent it and vote on its behalf at meetings of the Society and may appoint a named alternate to replace its appointed representative if the appointed representative is unable to attend.
- (4) Each Family or Group shall notify the secretary of the name of its representative and that of any alternate. Both the representative and alternate respectively, shall be in full membership of such Family or Group or, on termination of such membership shall forthwith cease to represent it.
- (5) The Executive Committee may by unanimous vote and for good reason suspend and terminate the membership of any officer and of any individual: Provided that the officer or individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

6: President and Officers:

At the Inaugural Annual General Meeting of the Society the members shall agree to invite a suitable individual to become the President of the Society for a period of three years from the conclusion of that meeting and who shall preside at subsequent Annual General Meetings for the period of three years when the invitation may be extended or issued to another. In the event of more than one nomination being made for the office of President, the members present and voting at the AGM shall elect one of those nominated by ballot. The members shall also elect, from amongst themselves, the honorary officers being, a chairman, a vice-chairman, a secretary, a treasurer/membership secretary and a publicity secretary, who shall hold office from the conclusion of that meeting.

7: Executive Committee:

- (1) The Executive Committee shall consist of the following members, being:
 - (a) the honorary officers specified in the preceding clause;
 - (b) three members elected at the annual general meeting;
- (2) The chairman shall hold office for a period of one year from the end of the annual general meeting at which he/she was elected.
- (3) All 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) The Executive Committee shall, if they think fit, fill a casual vacancy(ies) for the time being in its membership by co-opting a member(s) of the Society from the same category(ies) of membership in which the vacancy(ies) occurred.
- (6) Nobody shall be appointed as a member of the Executive Committee who is aged under eighteen (18) years.

8: Determination of Membership of Executive Committee:

A member of the Executive Committee including co-opted members appointed to fill casual vacancies shall cease to hold office if he or she:

- (1) is absent without reasonable cause from attendance at three consecutive meetings of the Committee and the Executive Committee resolve that his or her office be vacated; or
- (2) notifies 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).

9: Meetings and proceedings of the Executive Committee:

- (1) The Executive Committee shall meet as and when required. A special meeting may be called at any time by the chairman or by any two members of the Executive Committee upon not less than 7 days' notice being given to other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days notice must be given.
- (2) The chairman shall act as chairman at meetings of the Executive Committee. If the chairman is absent from any meeting, the vice-chairman shall act in his/her stead. In the absence of both the chairman and vice-chairman, 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 four members of the Executive Committee 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—committees shall be fully and promptly reported to the Executive Committee.

10: Receipts and Expenditure:

- (1) All funds in the possession of the Society and are required to meet the Society revenue liabilities shall be paid into an account operated by the Executive Committee in the name of the Society at such bank as the Executive Committee shall from time to time decide.
- (2) All cheques drawn on the account shall be signed by any two of the chairman, secretary or treasurer. Any other documents requiring endorsement shall be sufficiently endorsed by any two of the aforementioned officers.
- (3) Funds considered by the Executive Committee to be surplus to those required to meet revenue liabilities may be placed on deposit in a bank or building society or in gilt-edged securities.

11: Accounts:

The Executive Committee shall be required to:

- (1) keep an accurate record of the accounts of the Society,
- (2) prepare annual statements of those accounts to the 31st of March,
- (3) arrange for those accounts to be audited or independently examined.

12: Annual General Meeting:

- (1) There shall be an annual general meeting of the Society which shall be held in the month of May in each year.
- (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 Society. All members of the Society shall be entitled to attend and vote at the meeting in accordance with clause 5.
- (3) The President for the time being of the Society shall preside at the annual general meeting, but if the President is not present, the members present may

elect a person from among their number to act as chairman for the meeting before any other business is transacted.

(4) The Agenda for the Annual General Meeting shall be:

1. Apologies for absence
2. Minutes of previous AGM
3. Matters arising from minutes
4. Chairman's Annual Report.
5. Secretary's Annual Report.
6. Treasurer's Annual Report
7. Confirmation of Subscription Rates.
8. Election of Officers.
9. Appointment of Auditors.

(5) Nominations for election to the post of chairman and for the other offices and membership of the Executive Committee must be made by members of the Society in writing and 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 at the annual general meeting.

13: Special General Meetings:

The Executive Committee may call a special general meeting of the Society 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.

14: Procedure at General Meetings:

- (1) The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Society.
- (2) There shall be a quorum when ten members of the Society or one-twentieth of the number of members of the Society for the time being, whichever is the greater, are present at any general meeting.

15: Alterations to the Constitution:

This constitution may only 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.

16: Dissolution:

If the Executive Committee decides that it is necessary or advisable to dissolve the Society it shall call a meeting of the Society of which not less than 21 days' notice shall be given stating the terms of the resolution to be proposed. 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 Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objects similar to the object of the Society as the members of the Society may determine or failing that shall be applied for some other charitable purpose. A verified copy of the final statement of accounts shall be deposited in the Carmarthenshire Record Office and shall be readily available for inspection by any interested person upon request.