

## HDAG Constitution

1. The Group will be known as “The Horsham District Archaeology Group” (abbreviated to HDAG). It will be a non-profit making organisation, run by and for volunteers.
2. Aims and Objects of the group:
  - To promote an understanding and interest in local archaeology and history by systematic research of the archaeological and historical record, primarily within (but not limited to) the Horsham district and in co-operation with other societies and educational institutions.
  - To carry out practical archaeological fieldwork and historical research.
  - To disseminate archaeological knowledge to the professional community through research documents and articles.
  - To give talks to local schools and community groups with the aim of increasing local knowledge and awareness of the area’s past.
3. Membership is open to any applicant subject to compliance with the group’s working methods and safety requirements, upon payment of the current subscription and at the discretion of the Committee. The Committee reserves the right to appoint Honorary or Associate Members from time to time as it sees fit. The Committee also reserves the right to reject or terminate (with due notice given) the membership of anyone who by his or her actions shows disrespect likely to cause offence to any other member of HDAG or its associates or which are likely to bring the good name and reputation of the Group into disrepute.
4. Annual membership fees (and daily attendance rates for non-members) will initially be set by the Committee. They will be included on the membership application forms and any relevant publicity materials. Any subsequent changes to the membership fees will be subject to agreement by the members at the AGM.
5. Nobody under 16 years old will be permitted to take part in the activities of the group without being accompanied by a parent/guardian/teacher.
6. Meetings will be held on a monthly basis or as agreed by the committee.
7. An Annual General Meeting will be held between March and May, when the accounts and other reports will be presented. Members will have the opportunity to make comments, raise any issues about the governance of the Group, be nominated or vote for positions on the committee.
8. Extraordinary General Meetings may be called at the request of a quorum of 3 members with a minimum of 14 days notice.
9. The Committee will consist of at least: Chairperson, Secretary, Membership Secretary and Treasurer. Members of the Committee may be co-opted by the Committee or nominated by the general members and elected at the AGM if required. Voting for any nominations or proposals at any AGM or EGM will be by whichever method of ballot is deemed appropriate. The Chairperson of the meeting will have a casting vote should there be an equal number of votes.

10. If an audit of the accounts is required an auditor will be appointed in accordance with the Charity Commissioners' guidelines.
11. Any cheques issued by the Group must be signed by any two Committee members as authorised on the Group's bank account mandate.
12. The Committee members may claim (should they wish) any reasonable out-of-pocket expenses incurred on behalf of HDAG for postage / telephone calls / stationery / other materials providing claims are accompanied by receipts or other proof of purchase.
13. Should the Group be dissolved at any time then the disposal of any assets will be decided at an extraordinary general meeting called for that purpose alone.
14. Membership contact details will be held by the Committee and will not be divulged to any other organisation or company without the consent of the members concerned.
15. Any amendments to the Constitution must be agreed by a quorum of 4 Committee members. Members of HDAG will be advised of any changes to the Constitution as and when these take place and given the opportunity to comment or vote on such changes if required.