

# **SOUTH GLOUCESTERSHIRE MINES RESEARCH GROUP**

## **CONSTITUTION**

(incorporating amendments voted for at the Group's first AGM April 2003)

**April 2003**

1. Name of the Group. The name of the Group shall be "The South Gloucestershire Mines Research Group", hereinafter referred to as "the Group".
2. Aim. The Group shall seek to develop awareness, appreciation, conservation and enjoyment of all facets of mining heritage throughout South Gloucestershire for both the membership and the local community.
3. Objectives. The objectives of the Group are:
  - the general promotion of awareness, appreciation and conservation of the mining heritage of South Gloucestershire;
  - to create and maintain an inventory of surface and underground mining heritage;
  - to actively participate in, facilitate and promote physical surveying and documentation of the extant mining heritage;
  - to create and maintain a catalogue and archive of information to assist research into all facets of mining history and development;
  - provide publications and newsletters;
  - to undertake general mining history educational initiatives;
  - to support, participate and / or initiate with others in the development of examples of mining heritage,
  - to promote a "Code of Practice" in relation to visiting and accessing sites above and below ground; and
  - to provide representation on mining heritage to relevant statutory authorities.
4. Membership. Membership is, at the discretion of the Committee, open to anyone who supports the aim and objectives of the Group. All members are specifically required to abide by the "Codes of Good Practice" issued by the Group from time to time. Members will receive the Newsletter and meetings information and be entitled to participate in all meetings of the Group;
5. Affiliations. The Committee holds the right to affiliate to other organisations with similar aims on such terms as the Committee may agree. The Committee also holds the right to cancel any such affiliations.
6. Subscriptions. The yearly subscriptions shall be decided at the Annual General Meeting. Subscriptions are due on 1<sup>st</sup> January. If joining before 1<sup>st</sup> July, the full subscription is due; if joining after this date one half of the full subscription is due. At the discretion of the Committee a lower subscription may be applied.
7. Annual General Meeting. The Annual General Meeting shall normally be held in March of each year. All Members shall be notified of the time and place at least two weeks in advance. The quorum for an Annual General Meeting shall be six Members.
8. Special General Meeting. A Special General Meeting of the Group may be called by 25% of the full Members or by the Committee. The reason(s) for the Meeting and the date and place of such Meeting shall be notified to all Group Members and the Meeting shall discuss only the matters for which the Meeting was called. At least two weeks notice shall be given of a Special General Meeting. The quorum for a Special General Meeting shall be 25% of all Members.
9. Voting at General Meetings. Voting for nominations for the Committee will be by show of hands. All other votes shall be by a show of hands. However, if any Member of the Group has a reason that the Meeting considers valid the vote shall be in secret, on paper.
10. Nominations for the Committee. Nominations for the Committee shall be properly proposed and seconded by Members of the Group.

11. The Committee. The general, financial, social and administrative business of the Group will be administered by a Committee of at least five Members elected at the Annual General Meeting. The Committee shall consist of Chairperson, Secretary, Treasurer and at least two Committee Members. All will normally stay in office for one year and all may offer themselves for re-election at the next Annual General Meeting. Newsletter Editor and Project Co-ordinator will normally be elected committee posts. Members may also be elected on to the Committee to perform specific tasks in furtherance of the objectives of the Group (e.g. Archivist, Librarian, Equipment Officer, Webmaster). Committee Meetings shall be held at least twice a year. The quorum for Committee Meetings shall be four. In the event of any vacancies occurring on the Committee during the Group year the remainder of the Committee may co-opt further Members from the Group.
12. The Chairperson. The Chairperson shall be responsible for chairing the Group's meetings.
13. The Secretary. The Secretary shall be responsible for the Group's correspondence. The Secretary shall maintain an up-to-date register of names and addresses of all Members. The Secretary shall cause proper minutes to be kept of all General Meetings and Committee Meetings and shall prepare and circulate in advance of such Meetings proper notices and agendas.
14. The Treasurer. The Treasurer shall be responsible for the Group's finances. The Group's money shall be held mainly in a bank account. Any cheques issued must be signed by any two of the Officers or Committee members so authorised from time to time by the Committee. The Treasurer shall present a summary of the Group's accounts yearly at the Annual General Meeting; these accounts must be checked by a suitable person. The Treasurer must collect all subscriptions and other fees as and when they fall due. The Group's financial year will run from 1<sup>st</sup> January to 31<sup>st</sup> December annually. The Group's accounts will be checked by an independent person and presented for approval at the AGM each year.
15. Project Co-ordinator. The Project Co-ordinator shall act as a point of contact for co-ordination of the various activities being carried out in accordance with the Group's objectives.
16. Newsletter Editor. The Newsletter Editor shall compile and publish regular communications to the members of the Group and appropriate interested bodies. The newsletter will contain reports on the activities of the group, details of forthcoming activities and group meetings and other items of interest to mining historians.
17. Changes to the Constitution. Proposed changes to the Constitution shall be submitted in writing to the Group Secretary at least one month before the Annual General Meeting or Special General Meeting called for that purpose. Changes to the Group rules require a minimum vote of 75% in favour of the Members present and voting. The Secretary shall inform all Members of the proposed changes at least two weeks before the Meeting.
18. Rights of the Members to Require the Committee to Resign. The entire Committee may be asked to resign at a Special General Meeting called for that purpose. This shall require a minimum vote of 75% in favour of the Members present and voting. Any Member of the Committee may stand for re-election immediately.
19. Expulsion from the Group. The Committee has the right to expel any Member of the Group for:
  - non-payment of subscription or other fees,
  - behaviour to the detriment of the Group, including vandalism, inconsiderate behaviour to other members of the public (particularly to land-owners and their property) and to Members of the Group, or disregard for the safety of himself or others,
  - using the Group's name to his personal advantage without prior permission, or
  - any other sufficient reason.
20. Disputes. If any dispute shall arise, the Committee shall arbitrate.
21. Dissolution of the Group. The Group may be dissolved only by a unanimous vote in favour of the Members present and voting at a Special General Meeting called for that purpose. Any assets, after the satisfaction of any proper debts and liabilities, shall be given or transferred to one or more organisations having objectives similar to the objects of the Group.
22. Membership Records. Automatic data processing equipment may be used by the Group to maintain Group membership records.
23. Equal opportunities. The Group shall operate on an Equal Opportunities basis such that it is non-sectarian and also non-political.