

Surrey Archaeological Society
Roman Studies Group
Constitution

1. The name of the Group (hereinafter referred to as ‘the Group’) is the Surrey Roman Studies Group or, when deemed more convenient, the Roman Studies Group.

2. The Group shall be a specialist group of the Surrey Archaeological Society (hereinafter referred to as ‘the Society’).

3. The objects of the Group shall be to encourage and promote the study of the Roman period within the county of Surrey (historic and modern). These objects shall be pursued by:

- (a) Instituting, promoting and encouraging for the public benefit, the study of the Roman period in Surrey;
- (b) Bringing together all those interested in the Roman period;
- (c) Acting as a forum for the exchange of views;
- (d) Holding meetings, lectures, exhibitions and other activities;
- (e) Establishing a research framework for the Roman period in Surrey;
- (f) Excavating and recording sites and conducting related research;
- (g) Helping to preserve Roman sites and objects;
- (h) Publishing material in written, visual, oral or other forms;
- (i) Seeking the support of appropriate individuals or bodies;
- (j) Maintaining liaison with bodies having similar objects.

4. Membership of the Group shall be open to all individuals who are members of the Society subject to the approval of the Committee. There shall be two classes of members:

- (a) Honorary Members shall be such persons as may accept an invitation by the Committee to become Honorary Members of the Group.
- (b) Ordinary Members shall be persons who wish to support and participate in the work of the Group and who will be entitled to attend meetings and participate in activities.

5. The Officers of the Group shall be the Chairman, Vice-Chairman, Secretary and Treasurer. The officers who must be Ordinary Members shall be elected at the Annual General Meeting of the Group to hold office for one year but shall be eligible for re-election.

6. The Committee shall consist of the Officers and up to three other Ordinary Members, who shall be elected at each Annual General Meeting to serve for a period of three years. The Committee shall meet at least twice a year. A quorum shall consist of three members including at least one of the Officers.

7. Subscriptions shall be paid annually, become due on 1st April. Any member who shall fail to pay the due subscription by 30th June in any year shall cease to be a member of the Group. Subscriptions shall be at the rate of £5.00 per annum or as shall be determined from time to time at Annual General Meetings of the Group:

8. The Committee shall have complete discretion in considering any application for or removal from membership and shall not be required to furnish reasons.

9. The Committee shall arrange for the opening of a bank or building society account and the

keeping of proper financial records and the preparation each year of statements of the Group's accounts for the financial year ending 31st March. Such accounts shall be approved by the Committee before submission to the Society's Treasurer. The accounts shall also be presented to the members of the Group at the following Annual General Meeting.

10. An Annual General Meeting shall be held within nine months of the end of the financial year, to elect Officers and Members of the committee and to receive the reports of the Officers for the preceding year. At least twenty-one days' notice of the meeting shall be given to every member, either directly or via the Society's *Bulletin*, together with any nominations already received for election as an Officer or Member of the Committee, the text of any resolutions with the names of proposer and seconder.

11. The Chairman shall chair all meetings. If the Chairman is not present the meeting will be chaired by either the Vice-Chairman, an elected Officer, or a member of the Committee. If no such member of the Committee is present, the Ordinary members present shall elect some other Ordinary member of the Group present to act as Chairman. At all General Meetings the Chairman of the meeting shall have a second or casting vote in the event of an equality of votes.

12. A Special General Meeting may be summoned at any time (subject to fourteen days' notice to members) by (a) the Chairman, or (b) not less than half of the members of the Committee, or (c) not less than ten members of the Group.

13. A quorum for a General Meeting shall consist of not less than ten members.

14. Every resolution shall be decided by a simple majority of votes.

15. This Constitution shall not be altered except by a majority resolution carried at a Special General Meeting of the Group.

16. If on a winding up or dissolution of the Group there remains any property of any description in the beneficial ownership of the Group, the same shall not be distributed among members of the Group, but shall be given to the Society.