

1. Archaeology Shetland Constitution - 14th March 2015

2. Our Aims

To promote Shetland's archaeology with an emphasis on enthusiasm, enjoyment and appreciation of the unique wealth of sites available to us.

Activities undertaken will include such things as training, identifying and reporting archaeological sites, participating in digs where possible, following and disseminating best practice to enable future conservation.

3. Members

We are open to members from enthusiasts to professionals of any age.

Everyone who completes a membership form, pays the relevant membership fee and abides by our Code of Good Practice becomes a Member.

Membership commences on receipt of payment for one calendar year, and ceases if they:

- Don't renew membership fees
- Breach our Code of Good Practice

Our membership fee will be £10.00 per annum initially (with concessions available) and reviewed each year at the AGM

All members will be contacted about meetings and will be able to attend and vote on issues.

4. Equal Opportunities

"The group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, locus or age."

5. Committee and Officers

We have a management committee that shares and rotates jobs, and is reviewed at each AGM. Officer Roles have been agreed for

Chair and Minute Secretary

Internet Communications and Promotions

Professional Advisor

Treasurer and Membership Co-ordinator

6. AGM and other Meetings

We will hold an Annual General Meeting (AGM) once a year with a maximum of 15 months gap. At the meeting we will have reports on our work for the last year and discuss our plans for the coming year. We will also elect our committee and can make any necessary changes to the constitution. Members and the public will be notified of this via websites and public advertising three weeks in advance. Members can submit items for discussion up to three working days beforehand. Committee nominations will be taken at the meetings. The group will be quorate at 6 members.

Committee meetings will be held bi-annually at a minimum. Committee meetings will be advised to the membership if they are to attend or volunteer for the committee.

Extraordinary General Meetings (EGM) will be called to discuss any important matters that need to be put before the whole membership such as an amendment to the constitution. They can be called by the committee or requested by members and advertised via websites and members contacted two weeks in advance. The quorum will be 6.

7. Rules of procedure

Gentle hands and indoor voices.

8. Finances

- A bank account will be maintained on behalf of the group at a bank agreed by the committee - currently the Co-operative Bank.
- Signatories to the account will be the officers of the association, Esther Renwick & Caroline Henderson.
- Each cheque will require two signatures.
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- An annual statement of accounts will be presented to the Annual General Meeting.
- All money raised by the Association will be spent solely on the objects laid out in the constitution (field trips, meetings, advertising, seminars, and any other expenditure in line with the general aims of the association).

9. Changes to the Constitution

- AGM or EGMs if quorate can make changes to the Constitution.
- Members will be given notice via websites and direct contact three weeks in advance of the proposed changes.
- If a vote is required, 2/3 (two thirds) majority will carry any motion.

10. Dissolution

- If the group decides to close down - 2/3 (Two thirds) members attending EGM called for the purpose of dissolving the group.
- One months notice only in this instance will be given.
- Any money and assets still held by the group will be dispersed subject to any condition imposed upon them at source (such as grants received) or divided equally between the founder members.

This constitution was agreed at the Inaugural General Meeting of Shetland Archaeology on: 14th March 2015

Updated March 2015