

THE ROTUNDA GEOLOGY GROUP

CONSTITUTION

1. NAME

- 1.1 The name shall be the Rotunda Geology Group (RGG).

2. OBJECTIVES AND POWERS

The objectives of the Group shall be:

- 2.1 To promote public interest in, and support the continuing development of the Rotunda, the William Smith Museum of Geology, and associated collections managed by the Scarborough Museums Trust.
- 2.2 To promote public interest in the geosciences at all levels by indoor and field meetings and other appropriate activities.

In furtherance of its objectives the RGG shall have power to:

- 2.3 Appoint delegates and representatives to any bodies with whom the RGG may be concerned;
- 2.4 Engage in, support and co-ordinate research, publishing, education, advertising and other related Charitable Work.
- 2.5 Engage in lawful activities to promote its objectives.

The RGG shall not engage in any permanent trading activities in raising funds for its charitable objectives.

3. MEMBERSHIP

The RGG shall consist of Individual, Family, Youth and Honorary Members.

- 3.1 *Individual membership* shall be open to any person, over the age of 18 years.
- 3.2 *Family membership* shall be open to any family of one or two adults and any number of children up to the age of 18.
- 3.3 *Youth membership* shall be open to persons under the age of 18 years. A Youth Member has no voting rights.
- 3.4 Persons who have contributed notably to the development of the geosciences in the region, or who have executed special service for the RGG or the Museum, may be recommended by the Committee for election as *Honorary Members* at the Annual General Meeting (AGM). They shall be exempt from subscription but have the same rights as Individual Members.

4. ADMISSION AND REMOVAL OF MEMBERS

- 4.1 All applicants for membership shall submit an application form and the annual subscription to the Executive Committee.
- 4.2 Applicants shall be formally admitted at the next General Meeting of the RGG.
- 4.3 Members may be removed from the RGG if their annual subscription is not paid by 31 December in the year of subscription.

5. EXECUTIVE COMMITTEE – MEMBERSHIP

The Executive Committee shall consist of not more than 12 members, including at least 5 Officers (Chair, Vice Chair, Programme Secretary, Secretary, Treasurer), ordinary Members, and an ex-officio Member (refer 5.4).

- 5.1 At the AGM the ordinary Members shall be elected for a period of three years, and any person shall be eligible for re-election. In the event of an unexpected vacancy occurring between AGMs the Executive Committee may fill such vacancy, which may not extend beyond the next occurring AGM.
- 5.2 At the first Executive Committee meeting after the AGM its members shall elect/re-elect a Chair, a Vice-Chair, Programme Secretary, Secretary and Treasurer. A Chair who has been so elected continuously for six years shall not be eligible for re-election as Chair until after an interval of one year.
- 5.3 At each Annual General Meeting, one third of the members shall retire, those having served for the longest period since election or re-election retiring before those having served for the shorter. But any retiring member shall be eligible for re-election.
- 5.4 Elected Members of the Executive Committee must be paid up voting Members of the RGG.
- 5.5 The Chief Executive of Scarborough Museums Board of Trustees, as the responsible manager of the Rotunda, shall nominate one ex-officio, non-voting, Member of the Executive Committee, who may be either a member of staff or a Trustee, and who may be substituted by another member of staff or Trustee when appropriate.
- 5.6 The Executive Committee shall have power to co-opt up to three additional persons as non-voting Members of the Executive Committee.
- 5.7 All elected Members of the Executive Committee shall have one vote. In the event of a tie the Chair shall have a second (casting) vote.

6. EXECUTIVE COMMITTEE - POWERS AND DUTIES

- 6.1 The Executive Committee shall have the general management duties and responsibilities and:
 - (a) May nominate any Member of the RGG to serve as its representative on another body;
 - (b) May reimburse reasonable, and properly submitted, expenses of any Member of the Executive Committee of the RGG in the execution of any function or duty on behalf of the Group.

- 6.2 The Executive Committee shall have the power to suspend any Officer or Ordinary Member of the Executive Committee who fails to attend three consecutive meetings of the Executive Committee.

7. SUBSCRIPTIONS

- 7.1 Annual subscriptions of the RGG shall be set by vote at an Annual General Meeting
- 7.2 Annual subscriptions shall become due on the First day of January of each year. Members whose subscriptions are not paid by the end of that year shall cease to be Members.
- 7.3 Members of the public who wish to attend a particular meeting without joining the RGG may do so on payment of an appropriate fee as determined at an AGM.

8. FINANCE

- 8.1 All funds and assets of the RGG shall be held in a designated bank account (s).
- 8.2 All cheques drawn shall be signed by any one of those members who are registered to do so at the Bank. All documents requiring endorsement shall be sufficiently endorsed if signed by any one of them.
- 8.3 The Executive Committee shall have power to invest surplus funds, with the investments held on deposit with a bank or building society.
- 8.4 The Treasurer shall prepare a Statement of Accounts annually to 31 December, in a form acceptable to the Charity Commission, and shall ensure that copies of audited accounts are available to members at each AGM.
- 8.5 A person of the necessary competence shall be appointed at each AGM to audit the Statement of Accounts.

9. MEETINGS

Annual General Meeting

- 9.1 The Annual General Meeting of the Group, of which not less than 28 days' notice shall be given to each Member by the Secretary, shall be held not later than 31 March in each year.
- 9.2 The business of the Annual General Meeting shall be:
- (i) To receive reports from the Chair and other Officers
 - (ii) To receive and approve the Annual Accounts
 - (iii) To elect/re-elect Ordinary Members of the Executive Committee as appropriate.
 - (iv) To appoint an auditor to report on the Annual Accounts

(v) To consider any matter or proposal of which due notice has been given in writing to the Chair or Vice Chair, not less than ten days before the date of the meeting

Extraordinary General Meetings (EGM)

9.3 The Executive Committee may, at any time, and shall within twenty-eight days of receiving a request in writing from any eight voting Members, convene an EGM. Not less than fourteen days notice shall be given to each Member, specifying the business to be transacted.

Executive Committee Meetings

9.4 Executive Committee Meetings shall be held not less frequently than once in each calendar quarter.

Quora of Meetings

9.5 A quorum shall be:

(i) At an AGM or EGM, ten persons or one tenth of voting Members of the RGG, whichever is the greater.

(ii) At an Executive Committee Meeting, four voting Members of the Executive Committee.

In the absence of the Chair and the Vice-Chair, those attending shall elect one of their number as the Chair for that meeting.

Notice of Meetings

9.6 Notices to Members shall be deemed sufficiently served if sent by ordinary pre-paid post, or by email, or if hand delivered by an authorised Member of the RGG to the address of the Member registered in the records of the RGG.

10. DISSOLUTION

10.1 On dissolution of the RGG the Executive Committee shall transfer surplus funds of the RGG to other charitable institution (s) as the Executive Committee shall, with the approval of the Charity Commission for England and Wales, determine. The Group may be dissolved by a resolution passed by a two-thirds majority of those present and voting at an EGM held in accordance with the above provisions of this Constitution.

11. AMENDMENTS

11.1 No alteration may be made to this constitution except by, and with the authority of a resolution of the voting Members in AGM/EGM. Any proposal for an amendment must be made in writing to the Secretary in sufficient time to enable details of the Proposal to be circulated to all the Members with the Notice of the Meeting.