

## THE BATH AND COUNTIES ARCHAEOLOGICAL SOCIETY

### RULES as adopted at the 2020 Annual General Meeting

#### 1. Membership

- a. Application for membership shall be made on the prescribed form.
- b. The rate or rates of annual subscription shall be fixed from time to time by a General meeting of members. Different rates may be prescribed for different categories of member. Subscriptions are due and payable annually.

#### 2. Fieldwork

- a. Members will abide by the society's health and safety instructions.
- b. Members will follow instructions on site from the site director or supervisor.
- c. Members undertake not to remove any finds from the site however trivial or unimportant these may appear, and shall do their utmost to see that this regulation is strictly observed by other helpers or visitors.

#### 3. Annual General Meeting

- a. The Annual General Meeting shall be held during February. The Officers and the other members of the Committee shall then resign their posts, and the election of Officers and Members of the Committee shall then take place. Retiring Officers and Members shall be eligible for reelection.
- b. The Officers elected at the Annual General Meeting for the ensuing Year shall consist of a Chairman, Honorary Secretary and Honorary Treasurer. Up to seven Committee Members shall also be elected.
- c. The election of a President and Vice-president may be made at the Annual General Meeting.
- d. Nominations for the Officers and Members of the Committee must reach the Honorary Secretary ten clear days before the date of the Annual General Meeting.
- e. Candidates for election must be proposed and seconded by fully paid Members of the Society and shall have the prior consent of the person nominated.
- f. An Independent Examiner shall be appointed at each Annual General Meeting.
- g. Elections shall be by ballot or show of hands.

#### 4. Powers of the Committee

- a. The affairs of the Society shall be managed by a Committee elected by the members at the Annual General Meeting.
- b. The Committee may nominate a President and Vice-President for election at the Annual General Meeting.
- c. The Committee may during the course of the year, appoint a member to serve for that year should a vacancy occur, and may also co-opt not more than two additional members for any particular duty that may be required during that year, but such co-opted members shall not have voting powers.
- d. The Committee shall, if necessary, make alterations to the Rules, but such alterations must be submitted to the next Annual General Meeting for approval. No alteration shall be made which will cause the Society to cease to be a charity in law.
- e. Each Member of the Committee shall have one vote. In the case of an equality of votes, the Chairman shall have a second or casting vote.
- f. At Committee meetings the quorum shall be five.

#### 5. Accounting records

- a. The Society's accounts shall be drawn up for each period of 12 months ending on 31 December and shall be examined by the person appointed under clause 3f.