



RULES

Adopted by members at the Annual General Meeting, 20 May 1998
Amended by members at the Annual General Meeting, 17 April 2013
Amended by members at the Annual General Meeting, 25 November 2020
Amended by members at the Annual General Meeting, 25 May 2023

NAME AND OBJECTS

1. The name of the Society is “The Hampshire Field Club & Archaeological Society”. Its objects are:

- (a) to promote the study of and research into Archaeology, History, Historic Buildings, Landscape, Geology and Natural History within the county of Hampshire, and to publish the results appropriately.
- (b) to encourage the preservation and conservation of Buildings, Historic Remains, Historical Records and all other Objects of Importance for the Subjects specified and Areas of Importance for the Subjects specified in 1(a) in the County.

2. In furtherance of the objects but not otherwise, the Council may exercise the following powers:

- (a) raise and maintain a fund and in connection therewith fix subscriptions and receive donations, legacies and other gifts, and make and publish appeals and requests for financial assistance, and enter into and accept covenants to pay an amount for a fixed number of years.
- (b) invest the monies of the Society not immediately required in or upon such investments, securities and properties as may be thought fit.

Provided that:

- (i) in case the Society shall take or hold any property which may be subject to any trusts, the Society shall only deal with or invest in the same such manner as allowed by law, having regard to such trusts.
- (ii) in case the Society shall take or hold property subject to the jurisdiction of the Charity Commissioners for England, the Society shall not sell, mortgage, charge or lease the same without such authority or consent as shall be required by law.

SECTIONS

3. The Society may form Sections to meet any purpose consistent with the objects of the Society. Each Section shall have its own rules which must be ratified by Council.



MEMBERSHIP

4. **The Society shall consist of Honorary Life Members, Ordinary Members, Joint Members, Student Members and Corporate/Institutional Members.**

- (i) *Honorary Life Members.* All Past Presidents and such others as the Society may wish to honour shall be life members without payment or further subscription.
- (ii) *Ordinary Members.* Shall receive one copy of the *Newsletter*, and notices of all meetings and other matters pertaining to the Society including the Rules of the Society.
- (iii) *Joint Membership.* Shall be open to any two members of the Society living at the same address who shall receive one copy of all papers but in all other respects shall enjoy all the privileges of the Society extended to its Ordinary Members.
- (iv) *Student Membership.* Shall be available for members under 18 or full-time registered students who shall enjoy all the privileges of the Society except (in the case of those under the age of 18) those of voting on the affairs of the Society and of holding office.
- (v) *Corporate and Institutional Members.* Shall be entitled to one vote and may send one member to meetings, and shall enjoy all the privileges of the Society.
- (vi) *Proceedings.* Shall be published annually by the Society and shall be available to Honorary Life Members and Corporate Members without further subscription, and to other members at a separate subscription.

SUBSCRIPTIONS

5. **Annual Subscriptions shall be fixed from time to time at the Annual General Meeting and shall be due and payable on 1 January each year.**

- (i) The subscription for any new member joining after September shall also cover the succeeding calendar year.
- (ii) The Society's fiscal year shall be from 1 January to 31 December.
- (iii) All subscriptions are payable in advance and due on 1 January.
- (iv) Members whose subscriptions are unpaid on 1 February shall be reminded by the Membership Secretary. Those whose subscriptions remain unpaid by 1 March shall cease to be entitled to the privileges of membership.



OFFICERS

6.
 - (i) **The Executive Officers of the Society** shall be the President, General Secretary and Treasurer, who shall all be honorary.
 - (ii) **The President** shall be elected by the Members at an Annual General Meeting and shall hold office for an initial term of three years. Thereafter the President may stand for re-election on an annual basis if nominated each year by an Executive Committee formed in accordance with Clause 13 ***provided always*** that no President shall serve for more than six years consecutively.
 - (iii) Council shall appoint an Executive Committee to consider the nomination of any President wishing to stand for re-election after three years but, notwithstanding Clause 13(i), the President shall not be an *ex-officio* member of that Committee. The nomination will proceed if approved by a simple majority of members of the Executive Committee.
 - (iv) **The President** shall take the chair at all annual meetings and Council meetings of the Society. In the absence of the President, the meeting shall appoint a chairman.
 - (v) The **General Secretary** and **Treasurer** shall be elected annually by the Members at the Annual General Meeting.
7. **The non-executive Officers of the Society** shall be the Chair of the Editorial Board, the Membership Secretary, the Programme Secretary, the Publications Stockholder, the Publicity Officer and the Librarian.
8. **The Secretary** shall be responsible for non-financial business correspondence, for arranging General and Council meetings and, with the Programme Secretary, for the despatch of notices.
9. **The Treasurer, with the Membership Secretary**, shall be responsible for the collection of subscriptions. **The Treasurer** shall present to Council for presentation to the Annual General Meeting firstly an annual Financial Report and secondly an audited Balance Sheet and Income and Expenditure Account, together with the Report of the Independent Examiner in accordance with the Charities Act, 1993. The Independent Examiner shall be appointed by Council. Payments shall be made by cheque signed by two authorised signatories, or by bank transfer approved by two authorised signatories, of whom at least one shall be the Treasurer, President, or General Secretary.

COUNCIL

10. **The Government of the Society shall be vested in a Council.**
 - (i) The Council shall consist of the Officers, the Chairs of the Sections or their nominees (who must be members of the respective Section



Committee) and six Ordinary Members elected at the Annual General Meeting. Ordinary Members may serve for three years consecutively, and shall not thereafter be eligible until one year has elapsed.

- (ii) The Council shall have the power to co-opt two additional members, but such membership shall cease automatically at the next Annual General Meeting.
 - (iii) All nominations for the Council and any motions must reach the General Secretary seven days before the Annual General Meeting. Nominations must be seconded and accompanied by the written consent of the nominee.
 - (iv) In the event of the number of nominations being in excess of vacancies, a ballot shall be held.
11. **A quorum shall consist of *eight* members of the Council, *two* of whom shall be either Ordinary Members and/or non-executive Officers of the Society (as listed in No. 7. above).**
 12. **The Council shall have the power on behalf of the Society to enter into Deeds of Covenant** with such members as shall be willing to covenant to pay an annual sum by way of donation for a period of at least four years or for such period as shall from time to time be prescribed by the general law, and make claims for the repayment of tax deducted by members in respect of payment under such Deed of Covenant.
 13. **The Council shall appoint an Executive Committee, Editorial Board and such other committees as it sees fit.**
 - (i) The President, Treasurer and General Secretary shall be *ex-officio* members of all Committees.
 - (ii) The Executive Committee shall consist of the Section Chairs and the Chair of the Editorial Board. The Executive Committee shall have the power to deal in the name of the Council with such matters that may arise provided that any financial transactions of the Executive Committee shall be subject to ratification by the Council.
 - (iii) The Editorial Board shall consist of the Subject Editors, the Business Editor and the Marketing Officer. Editors of books and monographs may be co-opted as appropriate. The Board will elect its own Chair, who shall then be a member of the Council and the Executive Committee. The composition of the Board shall be determined by Council.

COUNCIL MEETINGS

14. **The Council will meet at least four times a year.** Emergency Council Meetings may be called at the discretion of the President and one other officer of the Council or shall be held within twenty-one days on the written



request of not less than five members of the Council or on a petition signed by not less than thirty Ordinary Members of the Society.

MEETINGS

15. **An Annual Meeting for General Purposes shall be held between 1 April and 31 May** at which the President shall present a report, and the Treasurer a financial report and balance sheet. Notices shall be sent out not less than fourteen days before an Annual General Meeting.
16. **Extraordinary General Meetings shall be convened within 28 days at the discretion of the Council or by written request from thirty members of the Society.**
17. **Not less than six meetings shall be held each year, within the County and in such places outside the County boundaries as may be related to the subject areas promoted by the Society.**

VISITORS

18. **The Council shall decide from time to time if any fee is payable by visitors.**

DEEDS

19. **All deeds and documents which shall require to be executed or signed by the Society** (except transfers of real and personal property, which shall be executed in the names of the Trustees to be nominated as occasion may require by the Council) **shall be executed and signed by the President and General Secretary for the time being on behalf of the Society**, but no such deed or document shall be executed or signed except in pursuance of a Resolution of the Council.

THE SOCIETY LIBRARY

20. **The Society shall be responsible for maintaining a library of such publications as relate to the objects of the Society.**

ALTERATIONS TO THE CONSTITUTION

21. **Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting.** The notice of the general meeting must include notice of the resolution setting out the terms of the alteration proposed.
 - (i) No amendment may be made to clauses 1 and 22 or this clause without the prior consent in writing of the Charity Commissioners.



- (ii) No amendment may be made which would have the effect of making the Society cease to be a charity at law.
- (iii) The Council should promptly send to the Charity Commissioners a copy of any amendment made under this clause.

DISSOLUTION

22. **If the Council decides that it is necessary or advisable to dissolve the Society** it shall call a meeting of all members of the Society, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Council shall have power to realise any assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Society as the members of the Society may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts or account and statement for the final accounting period of the Charity must be sent to the Commissioners.

Registered Charity No 243773