



THE BERKHAMSTED AND DISTRICT ARCHAEOLOGICAL SOCIETY
(Founded 1971)

RULES

1. Name

The society shall be called "The Berkhamsted and District Archaeological Society".

2. Object

The Society's object is to promote a practical interest in the Archaeology of Berkhamsted, the Borough of Dacorum and the areas of West Hertfordshire adjacent thereto, and to maintain an interest in the archaeology of neighbouring areas.

3. Membership

- a) The Society shall consist of a Chairman, Honorary Members, Members and Student Members.
- b) Honorary Members may be elected by the members in General Meeting on the recommendation of the General Committee.
- c) Members and Student Members only shall have the right of voting at General and other meetings.

4. Subscriptions

The annual subscription for Members and Student Members, payable in advance on 1st September each year, shall be as from time to time recommended by the Hon. Treasurer and Committee and agreed by vote of the Society at an Annual General Meeting.

5. General Meeting

- a) The Annual General Meeting of the Society shall be held in April each year for the appointment of Officers, the General Committee and Hon. Auditor, the adoption and alteration of Rules if required, the presentation of Reports and any other business.
- b) An Extraordinary General Meeting shall be summoned in either of the following ways:
 - (i) On receipt by the Hon. Secretary of a request signed by at least 10 members.
 - (ii) At joint request of the Chairman and Secretary subject to the consent of the General Committee.

The quorum for an Extraordinary General Meeting shall be 20 members.

- c) Both for the Annual and an Extraordinary General Meeting under 5b (i) above, notice of at least 21 clear days shall be given, but notice for an Extraordinary General Meeting called under 5b (ii) above shall be at least seven clear days.
- d) Nominations for officers and three other members to form the General Committee, and items for inclusion on the Agenda for any Annual General Meeting must reach the Hon. Secretary at least seven clear days before the date of such meeting. In the event of insufficient nominations being received, further nominations may, with the consent of the members present, be made at the meeting.

6. Officers

The Officers of the Society shall be honorary, viz, -

A Chairman	A Vice Chairman
A Secretary	A Media Officer
A Treasurer	A Programme Secretary

7. Management

- a) The management of the Society shall be vested in a General Committee consisting of the Officers and three other members, and the leaders of any group formed to study specific subjects.
- b) The Committee shall conduct the business and management of the Society and may fill any vacancy in its own body or among the Officers and shall have powers to co-opt as may be necessary.
- c) It may appoint an Executive Committee of not more than four members from its own body. Such Executive Committee shall carry out duties delegated to it by the General Committee and deal with any emergency matters that may arise. The Executive Committee shall include the Chairman and Hon. Secretary ex officio.
- d) The General Committee shall meet as necessary and at least once each year at such time and place as the Hon. Secretary shall notify. At least seven clear days' notice shall be given of such meeting. At such meeting 50% of members (excluding vacancies) shall form a quorum. The Officers of the Society and members of the General Committee shall retire annually and be eligible for re-election.
- e) Any member of the General Committee who is absent from two consecutive meetings without giving a sufficient reason will be deemed to have resigned from the Committee.

8. Alteration of Rules

No alteration in, addition to, or repeal of these Rules shall be made, except with the consent of a majority of three-quarters of the members present at the Annual General Meeting or at an Extraordinary General Meeting called for that purpose under the provisions of Rule 5. Notice of the proposed addition, alteration or repeal shall be given with the notice convening the meeting.

9. Funds

The management of the funds of the Society shall be vested in the General Committee.

10. Affiliation

The Society may affiliate with, or affiliate to itself, such other Societies as the General Committee may resolve, and the Hon. Treasurer shall, on such resolution being passed, pay the usual entrance fees and annual subscription.

11. Preservation of Ancient Monuments

It shall be the duty of every member of the Society to report forthwith to the Chairman the destruction or threatened destruction of any earthworks, barrow, ancient stone, or structure of stone, masonry, brick, timber, rubble, or other material including documents in the area of the Society, which appears to be of archaeological interest and value.

Revised April 2016