

KENT UNDERGROUND RESEARCH GROUP

Constitution

- 1) **NAME:** The name of the organisation shall be 'The Kent Underground Research Group' hereinafter referred to as the 'Group'.
- 2) **OBJECTS:** To promote the study of the origins, history and uses of underground sites and associated surface features, especially within the ancient county of Kent.
- 3) **MEMBERSHIP:** Membership shall consist of: Individual, Joint, Honorary and Temporary Members.

Individual Members Shall be covered by BCA Public Liability Insurance and will have voting rights at meetings.

Joint Members Two persons living at the same address shall receive only one copy of group publications etc.

Honorary Members Honorary membership may be granted by the committee, subject to approval at a General Meeting. Such members shall not be required to pay a subscription.

Temporary Members Those joining for 17 days only on payment of the appropriate fee. Shall be covered by BCA Public Liability Insurance

- 4) **SUBSCRIBERS:** Individuals or Institutions who wish to receive Group publications may become subscribers. They shall not be classed as a member of the Group and as such shall have no voting rights insurance or representation.
- 5) **SUBSCRIPTIONS:**
 - a) The annual subscription shall be determined at the A.G.M.¹
 - b) The annual subscription will be due on the 1st December
 - c) The Membership Secretary shall have the power to cancel the membership of any member whose subscription is overdue.
- 6) **COMMITTEE:** The affairs of the Group shall be administered by a committee comprising the Officers and up to four members.
 - a) The Officers shall be: Chairman, Secretary, Membership Secretary and Treasurer.
 - b) The committee shall meet as often as it is necessary to conduct the business of the Group.
 - c) A quorum for such meetings shall be four members of the committee, two of which must be officers.
 - d) The committee shall have the power to co-opt from members of the Group.
- 7) **ACCOUNTS:**
 - a) The financial year shall run from 1 July to 30 June.
 - b) The Treasurer shall keep proper records and prepare an annual statement.
 - c) The accounts shall be audited or independently examined by a person appointed by the committee.

- 8) **FIELD OFFICERS:** The committee may appoint suitably qualified and experienced members as Field Officers of the Group. Such appointments shall be reviewed at the A.G.M.
- 9) **GENERAL MEETINGS:**
- a) Twenty-one days notice of General Meetings shall be given to members.
 - b) Motions for consideration at a General Meeting must reach the Secretary at least fourteen days before the meeting.
 - c) In a vote on a motion a simple majority shall be required except in **rule 12**. In the event of a tie the Chairman shall have the casting vote: If the Chairman abstains from using the casting vote, the motion will be deemed lost.
- 10) **FUNDS AND ASSETS:** The Group may accumulate funds and acquire equipment to further its objects. The Group may give grants to individuals or organisations in order to promote research if sufficient funds are available.
- 11) **TERMINATION OF MEMBERSHIP:**
- a) Under **rule 5c** The Membership Secretary can cancel the membership of a member whose subscription is unpaid.
 - b) Any member whose conduct is, in the opinion of the committee, prejudicial or injurious to the interests or welfare of the Group, shall be liable to suspension pending confirmation of termination of membership at a General Meeting.
- 12) **CHANGES TO CONSTITUTION:** Changes to the constitution must be approved by a two-thirds majority of members present and voting at a General Meeting and thereafter notified to all members.
- 13) **LEGAL RESPONSIBILITY:** KURG acknowledges its responsibilities under the following acts: The safeguarding of Vulnerable Groups Act 2006: The Children's Acts 1989 and 2004: The Data Protection Acts 1984 and 1988: The Police Act 1997: The Sexual Offences Act 2003 and the Protection of Children Act 1999. It will take all reasonable steps to produce policy and guidelines where required
- 14) **WINDING UP:** Upon the winding up of the Group, its assets shall be donated to the Kent Archaeological Society or to a body of similar interests to the Group

Notes

- ¹ The subscription shall comprise of an amount determined at the AGM plus an additional insurance payment determined by the annual premium.