

OAHS RULES (2012)

I. The object of the Society is to advance education and promote research into, and study of archaeology, architecture, and history, and kindred subjects, especially in their relation to one another; and to make available to the public the results of such research.

II. The means employed in the furtherance of the above object but not otherwise shall include: the holding of meetings and excursions; developing or maintaining collections of relevant material; publication through print or digital media; giving grants to or paying for services provided by individuals and organisations; promoting conservation of the historic environment; and any other means that are appropriate in furthering the Society's object.

III. The business of the Society shall be directed by a General Committee, consisting of the principal officers (the President, the Treasurer and the Secretary) and between six and twelve others elected by the Members of the Society, as hereinafter provided, and not more than two others co-opted by the General Committee.

IV The General Committee shall decide from time to time what officers are needed in addition to the President, Treasurer and Secretary for the effective administration of the Society, such officers to be appointed from amongst the Committee's members or co-opted to serve in those roles, subject to subsequent confirmation by election as hereinafter provided.

V. The Vice-Presidents of the Society shall be persons, whether Members or not, whom the Society may elect to the office. The Office of Vice-President shall be honorific and advisory not involving any executive duties or responsibilities. Vice-Presidents shall have the right to attend meetings of the General Committee as non-voting members.

MEETINGS

VI. Meetings of the Society shall be held as follows –

- a) Ordinary Meetings, which will include 'Oxfordshire Past', shall be held according to a programme fixed by the General Committee, and due notice of such Meetings shall be given to the Members by circular.
- b) One of the Ordinary Meetings shall be the Annual General Meeting for the election of Officers and General Committee (see Rule XVII) and for the adoption of the Report and Statement of Accounts (duly examined or audited) for the preceding year. The date, time and place of the annual meeting will be fixed by the General Committee and notified to the members at least 21 days in advance. The quorum for the AGM shall be 12.
- c) An Extraordinary General Meeting may be called by the General Committee or by a minimum of ten members of the Society, acting through the Secretary to notify the members of the Society at least 21 days in advance. The quorum for any EGM shall be 12.

VII. Ordinary Meetings of the Society shall be open to every Member of the Society, and to other persons as the General Committee may from time to time decide by adoption of a procedural rule.

VIII. Ordinary meetings of the General Committee shall be called by the Secretary, and six days' notice at least shall be given. Special meetings of the General Committee may also be called by a minimum of three members giving at least two weeks' notice to other members. The quorum for a General Committee meeting shall be four.

IX. At all Meetings, whether of the General Committee or of the Society –

- a) the Chair shall be taken by the President, or, in his/her absence, by one of the other Officers or a member of the General Committee.
- b) the Chairman shall regulate all proceedings and discussions, shall have unlimited power in questions of order, and shall have a casting vote as well as his/her ordinary vote.

ACTION BY THE SOCIETY

X. The General Committee shall be responsible for –

- a) organising such meetings, excursions, events, exhibitions as it considers will best achieve the object of the Society
- b) making all arrangements pertaining to the Society's collections including their curation, conservation, access, loan and disposal; and
- c) all arrangements pertaining to publishing Oxoniensia and any other journals, books, pamphlets, digital or other media
- d) any other actions to further the object of the Society.

XI. The General Committee may from time to time establish and set terms of reference and arrangements for appointing members to sub-committees, working groups or forums where it is in the interests of the Society to obtain specialist advice, delegate detailed action, or promote discussions relevant to the Society's object. Such sub-committees, groups or forums shall report their activities to the General Committee

XII Any action on behalf of the Society must be undertaken with the authority of the General Committee, either

<p>through delegated powers or by specific approval. Actions undertaken shall be reported to that Committee</p> <p>a) With respect to their responsibilities, the Officers may take day-to-day actions in the name of the Society to represent it and ensure its smooth running without calling a meeting of the General Committee.</p> <p>b) In exceptional circumstances action shall be authorised by at least two of the principal officers.</p>
<p>EXPENDITURE AND ACCOUNTS</p>
<p>XIII. Proposals to commit the Society to expenditure should emanate from an officer and be subject to approval by the Treasurer. The General Committee shall set procedural rules with regard to delegated authority to incur and authorise different types and levels of expenditure.</p>
<p>XIV. The General Committee shall set procedural rules with regard to -</p> <p>a) reimbursing expenses properly incurred by its members in the formal business of the Society;</p> <p>b) paying honoraria or fees for specialist professional services supplied by its members in furthering the Society's object;</p> <p>c) paying for trustee indemnity insurance if required</p> <p>No member of the General Committee shall obtain any personal financial benefit from any transaction or arrangement into which the Society has entered, or otherwise from his or her position as member of the Committee, except as provided for in law and in accordance with the Charity Commissioners' guidelines.</p>
<p>XV. The General Committee shall comply with the accounting requirements of the Charities Act 1993 as amended by the Charities Act 2006, relevant to the income/expenditure level of the Society, with regard to the keeping of accounting records for the Society; the preparation of annual statements of account for the Society; the auditing or independent examination of the statements of account of the Society; the preparation of an Annual Report and the sending of it together with the statements of account to the Charity Commission; and the preparation of an Annual Return and its transmission to the Commission.</p>
<p>XVI. The accounts of the Society shall be independently examined or audited as soon as practicable after the close of each accounting year and, after being passed by the General Committee, shall be presented to the Annual General Meeting.</p>
<p>ELECTION OF OFFICERS, COMMITTEE MEMBERS, ETC.</p>
<p>XVII. The election of the Officers, Independent Examiner or Auditor of the Annual Accounts, and members of the General Committee to fill the places of those who retire, shall take place at the Annual General Meeting.</p> <p>a) The Officers of the Society and the Independent Examiner or Auditor of the Annual Accounts shall retire annually, but shall be eligible for re-election</p> <p>b) Other elected members of the General Committee may serve a term of three years and after two terms shall not be eligible for re-election until the expiration of one year from their retirement.</p>
<p>XVIII. Elections shall proceed on the following basis:</p> <p>a) The President shall be elected from among candidates who, being Members of the Society, have been proposed in writing to the Secretary by any two Members not less than one week before the Annual General Meeting. The election, if there be more than one name proposed, shall proceed by ballot. If no names have been so proposed, the nomination of a President shall rest with the General Committee. The other Officers shall be elected in the same manner as the President.</p> <p>b) Other members of the General Committee shall be elected in the same manner as the President and Officers</p> <p>c) The Independent Examiner or Auditor of the Annual Accounts shall be elected in the same manner as the President, but shall not be a member of the General Committee.</p>
<p>XIX. The General Committee may fill up any vacancies in its own body which may occur during the year. Such co-opted members shall be members of the General Committee until the date of the next Annual General Meeting and shall then be re-eligible as elected but not co-opted members.</p>
<p>XX The election of Vice-Presidents shall take place at an Annual General Meeting but the proposal must emanate from the General Committee.</p>
<p>XXI. Membership of the Society is open to all interested in furthering the object of the Society. The General Committee shall determine how applications should be made. Each new Member, on receipt of his/her subscription, shall receive as a minimum a copy of the current programme.</p>
<p>XXII. The General Committee shall determine what classes of membership should apply, and what rules should apply to each. Subscriptions shall be fixed by the General Committee, but shall not be altered without the consent of the Annual Meeting.</p>
<p>XXIII. Any arrangements, including levels of subscription, for affiliated societies and subscribers shall be determined by the General Committee</p>
<p>XXIV. The timing and methods of payment of subscriptions shall be determined by the General Committee.</p>

XXV. No member whose subscription is in arrears more than 6 months shall be entitled to the privileges of a member.

COLLECTIONS

XXVI Arrangements for curation of and access to the Society's collection of books, drawings, engravings, photographs, manuscripts, rubbings of brasses, and any other architectural or antiquarian objects which may be in their possession, shall be approved by the General Committee, subject to regulations of the institutions with whom they are deposited. Any loans or disposals shall be approved by the General Committee.

CHANGES IN THE RULES

XXVII. Any member may suggest alterations in the existing Rules, or the enactment of new Rules, in writing to the Secretary. The General Committee may propose such alterations or enactments for the approval of the Society, to be granted or withheld at the next Ordinary Meeting, provided that such suggestion be received in time for consideration by the General Committee before the issue of the circular calling the Meeting, and provided that the general sense of the proposed change shall be notified on the circular. No alteration shall be made to Rules I, XXVII or XXVIII without the consent of the Charity Commissioners, and no alteration shall be made to the Rules which will have the effect of causing the Society to cease to be a charity at law.

DISSOLUTION

XXVIII. In the event of the Society being wound up, its remaining assets shall, after the payment of any debts and liabilities incurred, be transferred to another charity with similar objects, or be applied for similar charitable purposes.