

## Constitution of the Medieval Pottery Research Group

- 1** The group shall be known as The Medieval Pottery Research Group.
- 2** The office of the Group shall be situated within the United Kingdom.
- 3** The Group shall be an educational, non-profit-making organisation.
- 4** The object of the Group is to promote and encourage the general education of the public in the study of ceramics, primarily of the Middle Ages.

In furtherance of the above object but not further or otherwise the Group shall promote research; provide a forum for discussion; disseminate information to the membership, to the general public, to other archaeologists and to persons in allied fields; and communicate the professional requirements of the membership to public and private bodies.

These powers shall be met by the holding of meetings, by publication and by any other means the Council may approve.

- 5** Membership is open to any individual of any country. Institutions may subscribe to the Group.
- 6** The expenses of the Group shall be met from subscriptions and such funds as the Group may, by donation or otherwise, acquire. Each member shall pay his or her subscription on joining the Group and shall be then entitled to receive a copy of the Journal for the current year and take part in the activities of the Group.

The annual subscription shall be agreed at the Annual General Meeting. There shall be two rates: one for Ordinary Members, the other for Institutional Subscribers. Subscriptions shall be due on 1st February each year. Any member or subscribing institution who is more than twelve months in arrears with his/her subscription shall be struck off the membership list until the subscription is renewed.

The subscriptions and all other property acquired for the purposes of the Group shall be regarded as being vested in the Office Bearers of the Group as trustees for the Members.

- 7** The affairs of the Group shall be managed by the Council. At any meeting of the Council the presence of more than half of the elected Office Bearers and Council Members shall constitute a quorum. The Council shall present a report of its proceedings to the Annual General Meeting.

- 8** The elected Council of the Group shall consist of the Office Bearers, being the President, the Vice-President, the Secretary, the Treasurer, two Editors, the Assistant Secretary, the Meetings Secretary, the Assistant Treasurer, the Assistant Editor, the Regional Groups Liaison Officer, and also of six Ordinary Members, and shall be elected at the Annual General Meeting.

All Nominations shall be proposed and seconded, and submitted in writing to the Secretary not less than eight weeks before the Annual General Meeting.

- 9** Subject to any resolution of the Group the President and Vice-President shall hold office for three consecutive years, and may be re-elected for a further three year term of office. The President and Vice-President shall not serve for more than six consecutive years.
- 10** The Office Bearers of Secretary and Editors shall hold office for five consecutive years, and may be re-elected for a further five year term of office. The Secretary and Editors shall not serve for more than ten consecutive years and shall not be eligible for re-election, or for election to another office, until a period of three years has elapsed.

The Office Bearer of Treasurer shall not serve for more than five consecutive years, and shall not be eligible for re-election, or for election to another office, until a period of three years has elapsed.

The Office Bearers of Assistant Officers, the Meetings Secretary and the Regional Groups Liaison Officer shall not serve for more than five consecutive years, but shall be eligible immediately thereafter for election to the offices of President, Vice-President, Secretary, Treasurer or Editor.

- 11** Ordinary Members of the Council shall serve for a term of three years and shall not immediately be eligible for re-election as Ordinary members but may be elected as Office Bearers.
- 12** The Council shall fill casual vacancies by appointing Acting Office Bearers until the next Annual General Meeting.
- 13** The Council may co-opt members to carry out specific assignments. Co-opted members shall be non-voting members of the Council. Co-opted members may serve for a term of three years, and at the discretion of the Council this term may be renewed.

The Council may appoint non-UK representatives as it deems necessary and invite them to attend Council meetings when appropriate.

The non-UK representatives shall serve for a term of three years, renewable for further similar terms.

- 14** The Council may institute an Editorial or any other ad hoc Committee which may from time to time be required.
- 15** The Annual General Meeting of the Group shall be held no later than the 31st December in each year. At least twenty-one clear days notice shall be given in writing by the Secretary to each member.

The business shall include:

- i* a report of work done by the Council during the preceding year;
- ii* the election of the Officers and Council;
- iii* the approval of the annual audited statement of the accounts;
- iv* the appointment of an auditor or auditors; and
- v* the consideration of any other business of which the Secretary has been given at least 14 days notice in writing.

The Quorum at the Annual General Meeting shall be twenty-one members.

- 16** The Secretary may at any time at his/her discretion, and shall within twenty-one days of receiving a written request signed by not less than twenty-five members, call an Extraordinary General Meeting of the Group. At least twenty-one days notice of such a meeting shall be given in writing by the Secretary to each member. The quorum at an Extraordinary General Meeting shall be twenty-one members.
- 17** The Council shall have the power to fix the amount of any fees that it may be desirable to charge to Members or guests at any function of the Group.

They shall also have the power to pay such honoraria or fees for assistance as they think desirable.

- 18** Attendance at an Annual General Meeting and any other events that may be organised by the Group shall be open to non-members on payment of a designated fee.
- 19** Any proposal for an amendment to the Constitution of the Group must be submitted to an Annual General Meeting or Extraordinary General Meeting. The text of the proposed amendment shall be circulated to members at least twenty-one days in advance of the Meeting. No amendment shall be regarded as adopted unless two-thirds of the members present vote in favour of it and provided that no amendment to Clause 4 (Objects), Clause 21 (Dissolution) or this Clause shall take effect until the approval in writing of the Charity Commission or other authority having charitable jurisdiction and no alteration shall be made which would have the effect of causing the Group to cease to be a charity in law.
- 20** One or more bank accounts shall be opened in the name of the Group. All cheques shall be signed by any two of these Officers of the Council; President, Secretary or Treasurer.
- 21** If upon the winding-up or dissolution of the Group there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Group, but shall be given or transferred to some other charitable institution or institutions having charitable objects similar to the objects of the Group. Such institution or institutions to be determined by the members of the Group at or before the time of dissolution, or in default thereof by a Judge of the High Courts of Justice having jurisdiction in regard to charitable funds, and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.