

EAST HERTS GEOLOGY CLUB. CONSTITUTION

1. OUR NAME

The club is called (The) **East Herts Geology Club**. (EHGC)

2. OBJECTIVES

The objectives of the club shall reflect the traditions of the Geologists' Association.

To encourage awareness of geology and related subjects, to people of all ages and backgrounds within the East Hertfordshire area.

To extend the understanding of geology and all its allied sciences by publication and demonstration.

To facilitate the study of geology by holding meetings, through lectures and by other appropriate means.

To promote both amateur and professional interest in geological matters, encouraging clear and simple communication of facts, ideas and concepts.

To conduct fieldwork in accordance with the codes published by the Geologists' Association. ('A code for Geological field Work' – 1996 and 'Take care when you core' –1989).

To encourage awareness of the nation's geological heritage and to safeguard it through conservation, both in the field and in national and local museums.

To support the activities and continued development of the regional centres for the National Scheme for Geological Site Documentation.

To support the development and maintenance of a network of **Regionally Important Geological Sites (RIGS)** and to participate in the setting up and management of such sites.

To encourage contact with local education authorities and their subject specialists concerned with earth sciences, by offering practical support to schools as they implement the requirements of the national curriculum.

To explore opportunities whereby geological matters can be introduced into local government in the context of planning enquiries, environmental debates, and an improved awareness of the geological basis of landscape and building materials.

3. MEMBERSHIP

The club shall have the following categories of membership:-

Individual: An individual member will receive circulars and will have the right to attend the lectures and field meetings, to attend and vote at meetings for the election of members for the committee, to propose candidates and, if elected, serve on the committee.

Joint or Family: Two or more individuals living at the same private residential address may apply for joint or family membership and pay a joint subscription fee. Each person over 16 has the rights of an individual member, but each household will receive only one copy of any correspondence.

Student: Individuals who have not reached their nineteenth birthday or are in full-time education may apply for student membership.

They can pay a reduced subscription and have the same rights as an individual member.

Admission and removal of members: Admission for membership to the club shall be submitted on an application form and returned with the appropriate annual subscription to the address on the form.

Applications will be validated and acknowledged, all information submitted on the form will be held in the club database.

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Any member whose conduct is, in the opinion of the committee, prejudicial to the interests of the club may have their membership removed. Such action shall require a vote of two-thirds majority of the committee present at the review meeting. The removal of a member shall be an agenda item. No member may be removed unless prior notice has been sent to that member of the intention of the committee. Opportunity shall be afforded to that member to answer any charges and to explain the conduct objected to in advance of the meeting.

4. AFFILIATION

The club is affiliated to the “**GEOLOGISTS’ ASSOCIATION**”
The benefits of GA affiliate status is set out in their rules.

5. ANNUAL SUBSCRIPTION

All members shall pay an annual subscription at rates that are determined at the Annual General Meeting or at an Extraordinary General Meeting.

Subscriptions shall become due on 1st September each year or at the time of their application for membership.

Members not paying their subscription within 60 days of the due date shall forfeit their membership rights.

Members in arrears of more than twelve months shall be removed from the list of members.

6. COMMITTEE

The club shall be managed by a committee consisting between 5 and 8 members.

Elected officers shall be:- **Chairman, Secretary, and Treasurer.**

Up to 5 other members of the club may be elected to the committee to perform tasks as required.

In general two thirds of the above constituted committee may be considered as a quorum.

The committee shall be elected annually at the Annual General Meeting when the members present shall vote on a list of candidates who shall be nominated in accordance with these rules.

Nominations must be supported by at least two members.

No member may propose or second more than four candidates.

Candidates are to be ratified by the membership.

If more than one candidate is nominated for any office a ballot will be held and counted by nominated members.

All members elected must sign the committee members contract.

Any other group member may be co-opted onto the committee as required by the committee for a specific task or project.

That member will not have committee voting rights, and therefore cannot be considered as part of a committee quorum.

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7. FINANCES

The funds of the club are to be held in an approved bank account, primarily accessed by one elected officer. (The Treasurer).

An audited financial statement shall be included in the annual report and presented to the members at the Annual General Meeting.

The club may be dissolved by resolution by a two-thirds majority of those present at an Extraordinary General meeting convened for the purpose, of which 21 days notice shall be given to the members.

Such a resolution shall give instructions for the disposal of any assets by the club, provided that if property remains after the satisfaction of any debts and liabilities, the remains shall not be distributed among the members but given to a geological charitable institution.

8. MEETINGS

Meetings of the club shall be:-

Ordinary meetings, Annual General Meeting and Extraordinary General meetings.

Ordinary meetings:- will be held at the times and venues to be decided and communicated to the members giving as much prior notice as possible.

Annual General meetings:- The date to be published in the yearly events programme and could be held as a single event or before an ordinary meeting. A quorum shall be one third of the paid up membership.

Extraordinary General meetings:- notification shall be given to members at least 21 days prior to the meeting and only for the business for which it was convened. This may be called by the committee or at the request of two thirds the membership.

9. FIELD TRIPS

The field trips are the responsibility of the organising member or their delegate.

They will provide full details and objectives of each trip.

Members are reminded that the leader of a field party has a supervisory role that is of prime importance.

They must be supported by the members and receive adequate assistance in the field particularly in difficult terrain where there may be a tendency for parties to become dispersed.

Members are reminded that access to many geological field locations may be physically demanding and require crossing difficult terrain.

All children under the age of 16 are to be accompanied by a parent or an adult who would take responsibility for them. Some locations e.g. quarries or mines may not permit children.

Please check with the field trip organiser prior to the event.

Members are reminded that the Health and Safety at Work act requires them to have the necessary protective clothing when visiting hazardous sites.

Special protective clothing is mandatory in some quarries.

It is recommended that all members and guests attending field trips ensure that they have, and use 'appropriate' safety items.

Conduct in the field should be in accordance with the GA "Code for Geological Field work."

A charge may be levied to both members and or visitors to cover materials expenses & insurance.

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COMMITTEE MEMBERS' CONTRACT

Committee business. The following are AIMS. It is recognised that we are all busy people and a failure to achieve any of these aims will not be treated as a criticism of individual members of the committee, but as an opportunity for the committee to discuss how we can all help improve our performance in the future.

- At the end of each meeting the committee will agree the date/time/venue of the next meeting. Changes may be made by negotiation
- Notes of the meeting will be kept by the 'minutes secretary' or in the absence of the postholder by the secretary, or any other member authorised by the committee for that purpose. The notes should record the topics of discussion and decisions and actions agreed. Only in exceptional cases will it be necessary to record details of the discussion. The agenda item 'minutes of the previous meeting' gives opportunity for any necessary correction or addition
- The agenda will be set by the Secretary and Chair. Items for discussion should be sent to the secretary at least two weeks prior to the meeting, with a brief explanation of the item if necessary. The agenda will be sent to members one week before the meeting.
- AOB will be reserved for matters which arise after the publication of the agenda
- The minutes should be posted to members within 28 days of the meeting.
- If a member consistently fails to carry out functions assigned to them the Chair will discuss this with the member and decide what action is to be taken.

Code of conduct of members. The following are REQUIREMENTS of members, failure to observe them may on the instructions of the Chair (or by a majority vote if the Chair is the offender) be recorded in the minutes and the individual removed from the committee.

- We will attend meetings. When this is not possible our apologies will be presented at the meeting, or in the case of unforeseen circumstances, to the minutes secretary as soon as practicable afterwards.
- We recognise that our job is to manage the club on behalf of our members. This will always take precedence over our personal needs or expectations.
- We will treat each other with respect and acknowledge good work. Other peoples' work may not reach our personal expectations, but we will recognise and value peoples' different styles
- Criticism can be valuable in helping us improve our service to members. Constructive criticism given in a positive and encouraging way is welcomed. Destructive or hurtful criticism will not be tolerated.
- Individuals or sub-committees mandated to work on a project will be given the freedom to use their initiative and judgement. Committee Meetings will receive progress reports and decide any proposal with financial or constitutional implications. The emphasis will be on encouraging and supporting the project, not controlling it
- It is the duty of each and every member to ensure they and their colleagues comply with this code of conduct, and to draw attention to any apparent breach.

Declaration by committee members

I have read the above contract and agree that during my service on the committee I will abide by its terms and conditions. I acknowledge that a failure to comply with the code of conduct may render me liable to removal from the committee.