

CAMBRIDGE INDEPENDENT ARCHAEOLOGY - CONSTITUTION: 27th February 2025

1. Name, Identity and Entity

The name of the Association shall be **CAMBRIDGE INDEPENDENT ARCHAEOLOGY** or abbreviated to **CIArch**. The official representative and address of the Association is: Christopher Hobbs, Norton House, 111 Norton Road, Letchworth, Herts. SG6 1AG. The website address of Cambridge Independent Archaeology which shall be used for official notices is: <https://www.ciarch.org.uk/>

The legal entity of Cambridge Independent Archaeology is an unincorporated association without charity status. It is a mutual association which is non-trading and non-profit making.

Cambridge Independent Archaeology may use the name CIArch within this Constitution and in publicity material and correspondence. This Constitution of Cambridge Independent Archaeology comes into effect once signed and dated by the Chair.

2. Aims and Priorities

The Aims and Priorities of Cambridge Independent Archaeology include the following:

- To advance the knowledge, education and understanding of the heritage of the archaeological history of the Cambridgeshire region and neighbouring districts by investigating, excavating, interpreting and reporting on archaeological sites which would otherwise remain untouched by professional archaeologists.

Aims and Priorities are governed and overseen by the Management Committee.

3. Membership

Membership of 'Ordinary Members' is open to anyone who supports the Purpose and Aims of Cambridge Independent Archaeology. Membership of an Ordinary Member will begin as soon as the membership form and first annual payment has been received.

There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by both Committee and Ordinary Members.

A list of all Committee and Ordinary Members will be kept by the Treasurer. The rights of each Ordinary Member are non-voting.

Committee and Ordinary Members may resign at any time in writing to the Secretary. Any Committee or Ordinary Member who has not paid their membership fee by the due date will be contacted by the Membership Secretary within one year, who will then decide whether that Committee or Ordinary Member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, by a Committee or Ordinary Member will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Cambridge Independent Archaeology will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and Management Committee

The business of Cambridge Independent Archaeology will be carried out by a Management Committee. The Management Committee will meet as necessary and not less than three times a year. In order to carry out the aims the Management Committee has the power to do anything which is lawful and necessary to achieve the aims and priorities.

The Management Committee will be composed of the 3 Officers (Chair, Treasurer and Secretary) plus Committee Members who may be formally co-opted onto the Management Committee at the discretion of the Chair. The Officers' and Committee Members and their roles shall be as set out by the Chair and confirmed in the minutes of a Management Committee meeting, AGM or EGM. They each act on behalf of Cambridge Independent Archaeology within their given authority and powers only.

In the event of an Officer standing down during the year a replacement will be appointed by the Chair.

The Management Committee Meetings will be open to any Committee or Ordinary Member of Cambridge Independent Archaeology wishing to attend who may speak but not vote.

6. Powers

The Officers shall have the following powers to achieve the aims and priorities of Cambridge Independent Archaeology:

- make payments as per the 'Authority to Spend' protocol (see Finance).
- raise funds and apply for, invite, obtain, collect and receive grants, subscriptions, donations, benefits in kind but not loans.
- co-operate with, support and/or work in partnership, affiliation or collaborate with other groups, organisations, local and statutory authorities or companies in a common effort to carry out the aims of Cambridge Independent Archaeology.
- commit Cambridge Independent Archaeology to contractual obligations including paid consultants
- hire or rent property and equipment
- delegate in writing a Committee Member the authority to act on behalf of Cambridge Independent Archaeology. Records of such delegation shall be communicated and maintained by the Secretary.
- make reasonable additional rules to help run Cambridge Independent Archaeology. These rules must not conflict with this constitution or the law.
- do all such other lawful things as are necessary to further the aims and priorities of Cambridge Independent Archaeology.

Other people may be invited by the Chair to the Management Committee in an advisory capacity. Committee Members have voting rights at Committee Meetings, AGMs and EGMs.

7. Meetings

7.1. Annual General Meetings

Cambridge Independent Archaeology Financial Year and AGM year are 6th April to 5th April. An Annual General Meeting (AGM) will be held within eighteen months of the previous AGM.

Notice of a forthcoming AGM will be put prominently on : <https://www.ciarch.org.uk/> and the Management Committee will endeavour to notify all Committee or Ordinary Members in writing at least 3 weeks before the date of the AGM, giving the venue, Agenda, date and time.

The quorum for the AGM will be at least two of the Officers.

At the AGM:

The Chair will present a report of the work of Cambridge Independent Archaeology over the year. The Officers and Management Committee for the next year will be confirmed by the Chair.

The Treasurer will present the accounts of Cambridge Independent Archaeology for the previous year and budget for at least the next year.

The Secretary will confirm or comment on governance and compliance with obligations of Cambridge Independent Archaeology.

Officers may delegate their report to another Committee Member with the agreement of the Chair.

Any proposals given to the Secretary at least 7 days in advance of the AGM will be discussed.

Within two weeks of an AGM, Minutes of the meeting are prepared by the Secretary and approved or amended by the Chair, posted on the website and the membership informed.

7.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Management Committee stating the reason for their request. The Special General Meeting will take place within twenty-one days of the request.

Notice of a forthcoming Special General Meeting will be put prominently on <https://www.ciarch.org.uk/> by the Secretary and the Management Committee will endeavour to notify all Committee or Ordinary Members within at least two weeks of such a Special General Meeting, giving the venue, date, time, purpose and Agenda.

The quorum for the Special General Meeting will be at least two of the Officers.

Within two weeks of a Special General Meeting, Minutes of the meeting are prepared by the Secretary and approved or amended by the Chair, posted on the website and the membership informed.

7.3 Management Committee Meetings

Management Committee Meetings may be called by the Chair or Secretary. Committee Members must receive notice of Management Committee Meetings and an Agenda at least 7 days before the Management Committee Meeting.

The quorum for Management Committee Meetings is at least two of the Officers. Within two weeks of a Management Committee Meeting, Minutes of the meeting are prepared by the Secretary and approved or amended by the Chair and posted on the website.

8. Rules of Procedure for Annual General meetings, Special General Meetings and Management Committee Meetings ('Meeting')

All questions to be raised at any Meeting of Cambridge Independent Archaeology will be as the Agenda and discussed openly and the Meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of Committee Members present. If the number of votes cast on each side is equal the Chair of the Meeting shall have an additional casting vote.

9. Finances

An account will be maintained by the Treasurer on behalf of Cambridge Independent Archaeology at a bank agreed by the Management Committee. The Treasurer shall maintain an 'Authority to Spend' protocol.

At least two Officers will have access to the Bank online portal for the main purposes of making payments and reviewing income and balances. They must not be related nor members of the same household.

Records of income, expenditure and accounts will be maintained by the Treasurer for at least 6 years and a financial statement given at each Annual General Meeting and at least quarterly to Management Committee Meetings. This shall include a report on the budget.

All money raised by or on behalf of Cambridge Independent Archaeology is only to be used to further the aims of Cambridge Independent Archaeology as specified in item 2 of this Constitution.

As a not-for-profit association, all income is held for the benefit of Cambridge Independent Archaeology and/or is only used by Cambridge Independent Archaeology in achieving its aims. Cambridge Independent Archaeology does not distribute profits and assets to Officers, Committee Members or Ordinary Members (including the dissolution of Cambridge Independent Archaeology).

10. Effecting the Constitution and Amendments to the Constitution

The Constitution of Cambridge Independent Archaeology comes into effect once signed and dated by the Chair. Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the Constitution must be given to the Secretary in writing by a Management Committee Member. The proposal must then be circulated to all Committee Members with the notice of the Annual General Meeting or a Special General Meeting.

11. Dissolution

If a meeting by simple majority of Committee Members decides that it is necessary to close down and dissolve Cambridge Independent Archaeology, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local organisation or organisations with aims compatible with those of Cambridge Independent Archaeology. The recipients, and the division (if more than one recipient) will be agreed by the Committee Members or if there is no majority vote the Chair shall decide the distribution.

Signed and dated:



28/2/25

Chair