**Great Yarmouth Local History and**

**Archaeological Society**

(Established 1888)

**RULES (April 2019)**

INTRODUCTION

The Constitution of the Great Yarmouth Local History and Archaeological Society defines many of the operating principles and procedures of the unincorporated charitable association. They cannot be amended other than by appropriate legal procedures. Clauses 20 to 22 provide for the creation, amendment, and repeal of Rules that are necessary or expedient or convenient for the proper conduct and management of the Charity. The Rules relate mainly to operational details that are not prescribed by the Constitution and may be amended by the Committee from time to time without reference to a General Meeting, although a Member can challenge a Rule or Rules under Clause 22 of the Constitution. The Rules cannot be inconsistent with, or affect, or repeal anything contained in the Constitution. (Clauses cited in the Rules relate to the Constitution.)

MEMBERSHIP (Clauses 4, 5)

1. The annual Membership subscription shall be £12 per annum due on 1st January. Family subscriptions (comprising two adults) will be £16 per annum. Members requiring a copy of the annual Society Journal will pay an additional £8 when renewing their subscription. Students and young people (under 16) will be admitted free-of-charge. New Members joining from 1st September will pay half the annual subscription for the current year (Journals will only be offered if available).
2. Prospective Members shall apply for Membership of the Society using the application form provided at monthly meetings or available on the Society’s website.
3. The Committee shall have the right:
	1. to refuse to admit as a Member any individual / organisation
		1. if the Committee in its absolute discretion considers that it would not be in the interests of the Society for such individual / organisation to be admitted as a Member or
		2. who, at the absolute discretion of the Committee, is unlikely or unable to contribute to the Objects of the Society;
	2. to withdraw Membership from any individual / organisation
		1. if the Committee in its absolute discretion considers that it is not in the interests of the Society for such individual / organisation to be a Member or
		2. who, at the absolute discretion of the Committee, is no longer able to contribute to the Objects of the Society.
4. Members may resign their Membership of the Society by giving notice in writing to the Secretary. Their Membership terminates on receipt of notification.
5. Members whose subscription is more than one year in arrears shall be deemed to have resigned.
6. Nominations for Honorary Membership of the Society should be made to the Secretary. Nominations should be submitted at least 4 weeks before the AGM and shall be signed by a proposer and seconder, who are both Members. After consideration by the Committee, they may recommend a vote at the AGM on the proposal.

COMMUNICATIONS

1. Communication of Notice of meetings, events and activities with Members will be via email unless the Member has not provided an email address. In this circumstance communication will be by second class post.
2. Notice of meetings, events and activities may be posted on the Society’s website, pages on social media set up for such purposes, and to the press via a press release at the Committee’s discretion.
3. A regular Newsletter containing articles of interest, news items relating to the town's heritage, reports about the Society's activities and projects will be distributed to Members via email and made available at meetings in printed form. Details of how to submit articles or news will be made available on the Society’s website.
4. The Society’s Constitution and Rules will be made available on the Society’s website.

GENERAL MEETINGS (Clauses 6, 7)

1. An Annual General Meeting of the Members shall be held annually for receiving the report of the Committee, approving the accounts and proceeding with elections. The Committee shall give a minimum notice time of one week to Members of the convening of such a meeting.
2. The Committee, or the Secretary at the request of Members (being a minimum of 10% of the membership) in writing, shall call an Extraordinary General Meeting to be held not less than fourteen days (the minimum notice time) from the date of posting the notices convening such a meeting.
3. The accidental omission to give notice of a meeting or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS (Clause 8)

1. If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present the meeting shall stand adjourned to such time and place as the Committee may determine.
2. The Chair of the Committee shall preside as Chair of the meeting. If the Chair of the Committee is not present within fifteen minutes after the time appointed for holding the meeting, or is unwilling to act, the Members of the Committee present shall elect one of their number to be Chair and if there is only one Member of the Committee present and willing to act he shall be Chair.
3. If no Member of the Committee is willing to act as Chair, or if no Member of the Committee is present within fifteen minutes after the time appointed for holding the meeting, the Members present and entitled to vote shall choose one of their number to be Chair.
4. The Chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place but no business shall be transacted at an adjourned meeting, other than business which might properly have been transacted at the meeting had an adjournment not taken place. When a meeting is adjourned for fourteen days or more at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
5. A poll demanded by any Member at a General Meeting must be submitted as a written motion, signed by a proposer and seconder, to the Secretary twenty-one days before the meeting, except in circumstances where the notice of the meeting is less than twenty-one days. In this situation such a motion should be submitted no later than five days before the meeting. The proposer and seconder should be present to speak at the meeting where a poll is demanded or arrange for proxies to speak on their behalves.
6. All motions need to be worded in such as way that a poll can determine a clear decision by the meeting. The Chair shall be the arbiter of the clarity of submitted motions and, at his absolute discretion, request a re-wording if time allows, or rule it out-of-order.
7. A poll shall be taken as the Chair directs and he may appoint scrutineers (who need not be Members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
8. A poll demanded on the election of a Chair or on a question of adjournment shall be taken immediately. A poll demanded on any other motion, submitted in accordance with Rule 18, shall be taken either immediately or at such time and place as the Chair directs but not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the motion on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
9. No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
10. A motion put to the vote of a meeting shall be decided on a show of hands unless, before or on the declaration of the result, a show of hands on the validity of the poll is duly demanded. Subject to the provisions of the Act a show of hands on the validity of the poll may be demanded:
	* 1. by the Chair or
		2. by at least two Members having the right to vote at the meeting.
11. Unless a poll is duly demanded, a declaration by the Chair that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority can be entered to that effect in the minutes of the meeting, and shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
12. The demand for a poll may be withdrawn before the poll is taken but only with the consent of the Chair. The withdrawal of a demand for a poll shall not in-validate the result of a show of hands declared before the demand for the poll was made.
13. In the case of an equality of votes whether, on a show of hands or on a poll, the Chair shall be entitled to a second or casting vote.
14. Subject to the provisions of the Act, a resolution in writing signed by all of the Members of the Society for the time being entitled to receive notice of and to attend and vote at General Meetings shall be as valid and effective as if the same had been passed at a General Meeting of the Society duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Members of the Society.

PROCEEDINGS OF THE COMMITTEE (Clauses 9 – 12)

1. The Committee shall be entitled to allow individuals to attend meetings of the Committee as Observers. The Observers shall be entitled to take a full part in the discussion of issues arising but shall not be entitled to cast a vote. The Committee may, in their absolute discretion, exclude the Observers or any of them from any meeting of the Committee, or part thereof, at which the business to be discussed is deemed, in the opinion of the Committee, to be for any reason whatsoever business to which the Observers should not be privy.
2. Any or all of the Members of the Committee may be counted as present at any meeting of the Committee, or of a committee of which they are a Member, and as part of the quorum if they are able, by means of a telephone or other communications equipment, to hear and participate in the proceedings of the meeting and to signify how they wish to cast their vote on any question to be decided by the meeting.
3. Any Trustee wishing to demand a veto to any question or proposal made to the Committee should do so before a poll is conducted. The veto being demanded, the Trustees will vote alone to determine whether the proposal shall be put to the Committee, the decision being determined by a majority of the Trustees.

APPOINTMENT AND RESIGNATION OF MEMBERS OF THE COMMITTEE (Clauses 13, 14)

1. A Member of the Committee may resign at any time in writing to the Secretary.
2. Nominations for the Committee shall be received by the Secretary in writing three weeks prior to the Annual General Meeting. Such nominations shall be signed by the proposer and seconder and shall include the written consent of the nominee.
3. If the number of nominees to the Committee be less or equal to the number vacant places then those nominated will be deemed to be elected for the term.
4. If the number of nominees to the Committee be greater than the number of vacant places a poll should take place at the Annual General Meeting.

PROCEEDINGS OF THE COMMITTEE (Clauses 16,17)

1. A Member of the Committee, and the Secretary at the request of a Member of the Committee, may call a meeting of the Committee.
2. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes the Chair shall have a second or casting vote.
3. Any Member of the Committee shall disclose to the Committee any matter relating to the Society in which he is interested, including the nature and extent of his interest. A Member of the Board shall be interested in any matter if:
	* 1. he (or any person connected to him / her) is a party to, or otherwise interested in, any transaction, contract, agreement or arrangement with or proposed to be with the Society;
		2. he (or any person connected to him / her) is a director, officer or employee of, or a consultant to, any company, partnership or business which is a party to, or otherwise interested in, any transaction, contract, agreement or arrangement with or proposed to be with the Society;
		3. he is otherwise directly or indirectly interested in any transaction, contract, agreement or arrangement involving the Society.
4. Any Member of the Committee interested in any matter relating to the Society as set out in Rule 36 shall not be entitled to attend any meeting of the Committee while the matter in which he is interested is considered or discussed by the Committee, and shall not be entitled to vote in respect of any such matter.
5. Any transaction, contract, agreement or arrangement between the Society and any Member of the Committee or in which any Member of the Committee is interested (including the terms of such transaction, contract, agreement or arrangement and any remuneration or fees to be paid by the Society in respect of such transaction, contract, agreement or arrangement) requires approval by a resolution of the Committee.

ACCOUNTS (Clause 19)

1. The Committee shall appoint an independent reviewer to review the accounts of the Society before presentation to the Members at the Annual General Meeting.

SUB-COMMITTEES (Clause 12)

1. A sub-committee shall consist of up to three Members, one of whom should be a Member of the Committee and will act as Chair of that sub-committee.
2. Sub-committees will make recommendations to the Committee, who will be responsible for any final decisions made.

RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Where a sub-committee is deemed unnecessary, the Committee may delegate responsibilities to certain Members of the Committee, including those holding the position of a Trustee, for example, the organisation of an event or excursion. In these circumstances, the individual Member reports directly to the Committee.

EXCURSIONS AND VISITS

1. The nominated Committee Member may arrange excursions and visits of interest to Members after approval of the Committee, for which a charge can be levied on those attending. Charges should be collected in advance from Members wishing to attend the excursion or visit.
2. If a Member, having booked to attend an excursion or visit, fails to attend that excursion of visit, they are liable for the full charge levied at the time of advertisement.
3. The nominated Committee Member should keep accounts of all credits and debits relating to each individual excursion or visit. All receipts are to be paid to the Society Bank Account or a Bank Account set up in the Society’s name for that purpose.

ACTIVITIES

1. From time to time the society may organise exhibitions and tours, either on its own behalf or with others.

BLUE PLAQUES

1. Blue plaques shall be erected by the Society to recognise the historical significance of persons, whose death occurred at least 20 years ago, events or buildings within the town.
2. Suggestions for the erection of blue plaques can be made by the public, society members or the committee.
3. Wherever possible the cost of a plaque will be sponsored, especially those suggested by the public.
4. The final decision to erect a plaque will be made by the committee. If there is disagreement a majority vote will prevail.
5. Where possible a person of note will perform the unveiling, the Mayor of Great Yarmouth will be invited and information about the plaque will be sent to the local press.
6. Permission to erect a plaque must be obtained from the owner of the property. Planning permission is not required as a plaque is considered de minimus.
7. When not sponsored, the cost of the plaque will come from society funds.
8. The plaque will have a royal blue background with white lettering and a uniform font.
9. The person, event or building must deserve recognition.
10. The position of the plaque must be such that it does not adversely affect the appearance of the building; the plaque must be visible from a public right of way; and it must not be in a position where it could be easily damaged.
11. The society may assist those people or societies who wish to erect their own plaque.

PUBLICATIONS

1. From time to time the Society may publish books or material relating to items of local history. These may be original or reprints of out of print work.
2. Any Member can nominate a work that meets the Objectives of the Society to the Committee for consideration. Works will be considered on merit and cost. Where possible, publications will not incur a loss to the society. If there is disagreement a majority vote will prevail.
3. The Society may to enter into agreements with similar societies to co-publish works.
4. Publications will be offered to suitable commercial outlets and Great Yarmouth Library for purchase.

JOURNAL

1. The Society Journal is published one a year usually for distribution at the December monthly meeting.
2. Articles for inclusion can by submitted to the Journal Editor throughout the year on topics that maybe of interest to the membership.
3. The Journal Editor will determine the number of articles and pages for each Journal depending on cost and space available. Articles maybe held over to the following year with agreement of the author.
4. The Journal Editor has complete discretion as to the quality of submitted articles and can reject submissions as not meeting the aims and objectives of the Society.
5. Copyright of any article published remains with the author.
6. The author is responsible for obtaining any necessary permission to reproduce any material contained in or to illustrate an article. By submission, it will be assumed that all necessary authorisations have been obtained and that the author takes responsibility for any potential breeches of copyright.
7. The opinions expressed within an article are those of the author and does not necessarily reflect the views of the Editor or Society.

MONTHLY MEETINGS, SPEAKERS AND LECTURES

1. The Society shall generally organise nine meetings for members during a calendar year these being held on the third Friday of each month unless dates clash with a bank holidays. Meetings begin at 7.30 pm and end at about 9 pm.
2. The January meeting has become ‘Members Night’ and listed and listed as ‘the Percy Trett Memorial Lecture’. These usually will consist of several short talks and presentations by members.
3. The May meeting is the Society’s Annual General Meeting and a shorter presentation is arranged.
4. The December meeting consists a short presentation followed by buffet, which is funded by a raffle, Society members providing the prizes. It should be noted that as a condition of use of Christchurch, that no alcohol should be brought onto the premises.
5. The six remaining meetings should be interesting to all sections of the membership and employ good speakers at a suitable intellectual level for the Society.
6. Local context is preferred as well as balance between Local History and Archaeology for content of these lectures.
7. The Society shall appoint a Speaker Co-ordinator to arrange the monthly meeting programme who will consult widely with the membership regarding the suitability of speakers and topics.
8. A list of possible speakers should be submitted by the Speaker Co-ordinator for consideration to the Autumn committee meeting, however the choice of speaker remains at the discretion of Speaker Co-ordinator given cost, clashing dates and availability.
9. The final programme should given to the Membership Secretary by 1 November for printing on Membership cards.

YHAC

1. YHAC is supported by Historic England through an initial set up grant (£4336.25 in 2015) and Norfolk Museum Service who provide staff, use of room and access to corporate benefits such as insurance, resources and NCC guidelines.
2. Membership is for young people between the age of 8 and 16. There is no charge for membership or attendance. Members of YHAC are invited to participate in GYLHAS activities when appropriate.
3. YHAC usually meets on the 3rd Saturday of the month, from 2-4pm at the Time and Tide Museum.
4. Members of GYLHAS volunteer time to lead the group. All regular helpers must be DBS checked and familiar with NCC safeguarding guidelines.

RESEARCH GROUPS

1. GYLHAS from time to time organise Research Groups to look at an aspect of Great Yarmouth’s history.
2. Any member may suggest a topic for research to the committee who will consider its merit before approval.
3. A Research group can be made up of members and non-members but must be led by a member who will report progress of the group to the committee.
4. Any outcome from research undertaken by an approved Research Group will be the property of the Society and may be considered for publication by the committee.

ONLINE PRESENCE

1. GYLHAS will operate a website using an appropriate domain name, a Facebook page and any other social media account that may promote the objectives of the Society.
2. Content for the website and Facebook page will be in line with the aims and objectives of the Society. Members and non-members should submit content to the Secretary and external content is subject to approval of the Secretary and the Chair.
3. Access to the website ie. username and password, will be held by the Secretary and at least one other member of the committee.
4. Administrator access to the Facebook page will be held by at least two members of the committee.