

BERKSHIRE HISTORIC ENVIRONMENT FORUM CONSTITUTION

**Status: approved by the Trustees of the
Berkshire Archaeological Society 17th January 2009**

Issue date: 17th January 2009

A. Name

The name of this group is the **Berkshire Historic Environment Forum**, hereafter referred to as the '**Forum**'

B Definition

Berkshire's Historic Environment is the term used to link together all the factors which have made Berkshire what it is today. It includes: the documentary, archaeological, historical, and folk memory evidence as well as the physical environment resulting from farming, industry, commerce and general development over the centuries

C Administration

The Forum is a group hosted by the **Berkshire Archaeological Society**, hereafter referred to as the '**Society**'. It will be administered and managed in accordance with the constitution of the Society and this constitution, by officers of the Forum as laid down in clause G of this constitution, and the officers and trustees of the Society.

D The Objects of the Forum

The Objects of the Forum are:

- (i) To share knowledge and concerns about Berkshire's Historic Environment
- (ii) To encourage cooperation between individuals and organisations
- (iii) To promote care for Berkshire's Historic Environment amongst the general public
- (iv) To support local societies in pursuance of similar objectives

E Powers

In furtherance of the objects, but not otherwise, the Forum, may exercise the following powers:

- (i) To review the existing and planned provision being made to support the historic environment and to encourage members, organizations and individuals, to make informed comment
- (ii) To identify threats to our heritage and its environment and encourage supportive action
- (iii) To encourage and support activities carried out by individuals and public, private and voluntary bodies to enhance the historic environment

- (iv) To hold an annual meeting of the Forum to which all members are invited to review the programme of work of the Forum and to propose future work
- (v) To operate a programme of work to address matters identified as a result of powers (i), (ii), and (iii) above
- (vi) To raise moneys and create project teams in support of the programme of work

F Membership

- (i) Membership of the Forum shall be open to:
 - (a) All of Berkshire's unitary authorities: Bracknell Forest Borough Council, Reading Borough Council, the Royal Borough of Windsor and Maidenhead, Slough Borough Council, West Berkshire Council, and Wokingham Borough Council. They can each nominate one councillor and an officer to the Forum
 - (b) Vale of the White Horse and South Oxfordshire Councils. They can each nominate one councillor and an officer to the Forum
 - (c) All the Town and Parish Councils in Berkshire; they can each nominate one councillor to the Forum
 - (d) Institutions with an interest in Berkshire's historic environment; they can each nominate a representative to the Forum. This includes national, academic and commercial organisations
 - (e) Voluntary sector societies and groups (e.g. local archaeological and historical societies) with an interest in the historic environment in and adjoining Berkshire. They can each nominate a representative to the Forum
 - (f) Individuals with specialist knowledge and skills relevant to the work of the Forum as agreed by the chairman and secretary of the Forum
 - (g) Trustees and members of the Council of the Berkshire Archaeological Society are automatically members of the Forum
 - (h) Members of the Berkshire Archaeological Society can become members of the Forum by applying to the secretary of the Forum
- (ii) The Forum will operate by email; it is a requirement that all member organisations and/or individual representatives have an email address
- (iii) Every member organisation identified above will notify the name of the representative or representatives appointed by it and any alternative to the secretary of the Forum. If the representative or alternate resigns from the member organisation, he or she will forthwith cease to be a representative from that organisation.

- (iv) The Board of Trustees of the Berkshire Archaeological Society may unanimously and for good reason terminate the membership of any individual or member organisation to the Forum: provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Society's Board of Trustees and officers of the Forum, accompanied by a friend, before a final decision is made.

G Honorary Officers of the Forum

- (i) As a group of the Society, the Forum will be managed by a chairman and secretary. Any accounts will be managed by the Treasurer of the Berkshire Archaeological Society or an alternate approved by the Society's trustees
- (ii) The Trustees of the Society will normally nominate one of their number as chairman of the Forum. In exceptional circumstances, the Trustees may accept a nomination for chairman proposed by the Forum and appoint them as one of the Society's Trustees.
- (iii) The Trustees of the Society will normally nominate an individual as the secretary of the Forum. In exceptional circumstances, the Trustees may accept a nomination for secretary proposed by the Forum. The Forum secretary will be a member of the Society's council
- (iv) At their annual meeting the Forum will vote to accept the nominations for the post of chairman and secretary proposed by the Society's Trustees.
- (v) In the event of a Forum being unable to accept the Society's nominees, then the extant chairman and secretary will remain in post and a subcommittee of three members of the Forum be appointed to work with the Society's Trustees to agree on a new chairman and secretary
- (vi) Neither the chairman nor the secretary of the Forum can hold office for more than five consecutive years

H Rights of Membership of the Forum

- (i) Being a member of the Forum allows individuals to:
 - (a) Attend and participate in General Meetings of the Forum
 - (b) Participate in the Forum's programme of work
- (ii) Being a member of the Forum does not entitle organisations or individuals to participate in any of the other activities or benefits offered by the Berkshire Archaeological Society. To gain those benefits, Forum members need to become organisation or individual members of the Society.

I Assets and accounts

- (i) The Forum does not own assets or moneys; these are all owned by the Society

- (ii) Any moneys collected or donated by Forum members or assigned by the Society to operate the Forum, will belong to the Society and held in a clearly identified fund managed by the Society's Treasurer on behalf of the Forum

J Annual General Meeting of the Forum

- (i) The Forum will hold an annual general meeting, which is held every year in October or November
- (ii) The chairman and secretary of the Forum are responsible for organising the annual meeting. The secretary shall give at least 21 days notice of the meeting to all members of the Forum
- (iii) The chairman and secretary of the Forum and the treasurer of the Society will present the report and accounts of the Forum for the preceding financial year. The meeting will approve nominations for the future chairman and secretary of the Forum.
- (iv) The meeting will include presentations on issues raised by the Forum, the Forum's program of work and matters of interest to Forum members

K Special General Meetings of the Forum

The chairman and secretary can call a Special Meeting of the Forum at any time. If at least 10 members request such a meeting in writing stating the business to be considered the secretary must call a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

L Procedure for General Meetings

- (i) Given the size of the membership of the Forum, the Society reserves the right to limit the number of places at General Meeting (there must be space for at least 30% of the membership or 40 people whichever is the larger) and to charge members a fee for attending. Such fees must be set at a level to cover the cost of the meeting and not to make revenues for the Society
- (ii) The secretary or another person appointed by the meeting shall keep a record of the proceedings of every general meeting of the Forum (a full record for section J (iii) above and at least agreed actions for section J (iv) above).
- (iii) There shall be a quorum when at least 10 members of the Forum are present at a General Meeting

M Alterations to this constitution

- (i) Changes to this constitution need to be proposed to the chairman and secretary
- (ii) All changes will be agreed by the Forum
- (iii) All changes will be approved by the Trustees of the Society

N Dissolution

If either Society's Trustees or the Forum chairman and secretary decides it is necessary or advisable to dissolve the Forum, the latter will call a meeting of all members of the Forum, of which not less than 21 days' notice (stating the terms of the resolutions to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Board of Trustees of the Society are empowered to close the Forum. As a result of dissolution of the Forum, any assets will remain the property of the Society.

Signed: Andrew Hutt.....

Date: ...17th January 2009.....