

## **1 NAME**

The organisation shall be called 'the West of England group of the Geologists' Association', hereafter called the Group or may be referred to as 'WEGA'.

## **2 AIMS**

Within the West of England area, comprising Bristol and its surrounding districts and counties:-

2.1 To promote wider interest in the science of geology by organising lectures, field trips and social activities.

2.2 To provide a link between the amateur, the student, the teacher and the professional geologist.

2.3 To foster interest in geological sites within the area with a view to their study and wise conservation.

2.4 To establish and maintain good relations with organisations having common interests.

2.5 To encourage its members to join the Geologists' Association (GA).

## **3 MEMBERSHIP**

3.1 Membership shall be open to all interested in the aims of the Group.

3.2 The Group shall consist of Full, Honorary, and Student Members

3.3 Members shall have the right of nominating candidates for election to the Committee, attending and voting at all meetings of the Group and receiving its publications.

3.4 Honorary Members:

The Committee may invite people deemed to have done some special service for the Group to become Honorary Members. They shall be exempt from paying a Subscription. Before making such invitations, the Committee shall take account of the proportion of the total membership that will be honorary; this proportion should not normally exceed 10 %. Where there is a vacancy for the post, one of the Honorary Members may be invited to be President.

3.5 Student Members:

Persons who are able to show that they are in full-time education may apply to be enrolled at the Committee's discretion, as Student Members at a reduced subscription.

## **4 GOVERNMENT OF THE GROUP**

4.1 Government of the Group shall be carried out by the President and officers

4.2 The management shall be vested in a Committee ideally consisting of nine members, including the following officers: Chairman, Secretary, Treasurer, Vice-Chairman and Field Secretary

4.3 The officers and committee members shall be elected from among members of the Group after nomination by two members and a majority vote at the Annual General Meeting to serve for one year and be eligible for re-election.

4.4 The committee shall have the power to co-opt additional members, and fill any vacancies that may arise until the next AGM.

4.5 The officers may authorise members of the Committee to undertake specific duties on their behalf, such as Membership Secretary, Newsletter Editor, Web Page Manager.

## **5 PROCEDURE AND BUSINESS**

5.1 There shall normally be an Annual General Meeting in April of each year, or if impracticable, it may be held either in March or May.

5.2 The Secretary shall give at least two weeks notice to all members of the date, time, agenda and venue of the meeting.

5.3 Notification of nominations for officers, motions or other matters to be placed on the agenda of the Annual General Meeting to be with the Secretary by the end of February.

5.3.1 Nominations for ordinary members of the Committee may continue to be accepted after this date.

5.4 All officers and committee members shall retire at the Annual General Meeting but be eligible for re-election.

5.5 A Special General Meeting may be convened by the Committee or by at least twelve members.

5.6 The Secretary shall be given at least twenty-eight days notice stating the reason for calling a Special General Meeting.

5.7 The Secretary shall give at least fourteen days notice to all members of the date, time, agenda and venue of the Special General Meeting and giving the reason.

5.8 No business shall be considered at a Special General Meeting except that for which it was convened.

5.9 Minutes shall be taken during an Annual General Meeting and a Special General Meeting.

5.10 The Constitution may only be amended at an Annual General Meeting or a Special General Meeting.

5.11 All voting decisions shall be by a majority of votes of members present and voting: each member being entitled to a single vote.

5.12 The President or other presiding officer shall not have a vote, other than a casting vote in the case of a tie.

5.13 A quorum of fifteen members shall be required at an Annual General Meeting or a Special General Meeting, at least two of whom shall be officers.

5.14 A quorum of four shall be required for Committee meetings, at least two of whom shall be officers.

5.15 In Committee meetings, all voting decisions shall be by a majority of votes of members present and voting: each member being entitled to a single vote.

## **6 SUBSCRIPTIONS AND FINANCE**

6.1 Members shall pay an annual subscription, to become due by the first day of October each year.

6.2 The Subscription rates for Full and Student members for the following year shall be decided at each Annual General Meeting.

6.2.1 The Committee shall recommend rates that are sufficient to cover budgeted expenditure on publications, administration, and the annual programme of meetings, and to maintain a satisfactory bank balance.

6.3 The annual subscription shall be paid to the treasurer or authorised deputy.

6.4 Any member whose subscription is not paid within six months of the due date shall cease to be a member.

6.5 The Treasurer shall keep a record of the Group's accounts, and of any special funds administered by the Committee, as listed in the Appendix.

6.6 The Treasurer shall prepare an audited statement of the Group's accounts and of any special funds and present it at the Annual General

Meeting.

6.7 The Committee shall have the power to raise funds from other sources, and accept donations made to the Group.

## **7 MEETINGS**

7.1 The regular activities organised by the Committee for members of the Group shall include Lecture Meetings and Field Meetings, an Annual General Meeting, and Special General Meetings upon request.

7.2 The Secretary shall arrange a programme of monthly evening Lecture Meetings at a regular time and place between October and March.

7.3 The Field Secretary shall arrange a programme of Field Meetings.

7.4 For each Field Meeting, the Field Secretary may delegate the task of Organiser to another member of the Committee.

7.4.1 At the Meeting, the Organiser shall be responsible for compiling a register of participants, collecting any fees that are due, and ensuring each participant is aware of, and agrees to be bound by WEGA policy for safety in the field.

7.5 At least half of the Field Meetings shall be day excursions.

7.6 For other Field Meetings, lasting more than one day and requiring accommodation, the costs, including leader's expenses, shall be borne by the participants.

7.6.1 Participants shall be members of WEGA, but they may be accompanied by non-members who are there as 'holiday guests', paying an appropriate share of the costs of the facilities they use.

7.6.2 Members of WEGA will take precedence over non-members where there is a restriction on the numbers of participants.

7.7 At the Organiser's discretion, a visitor may participate on a given day of a Field Meeting by paying an appropriate day membership fee. Day membership lasts for that day's excursion only, and confers no other rights.

## **8 LIMITATIONS**

8.1 The name of the Group may not be used without the permission of the committee.

8.2 The Group shall have the right to suspend or expel an officer, committee member or member acting against the aims of the Group, after full consideration of the case at the Annual General Meeting or at a Special General Meeting called for that purpose.

## **9 INTERPRETATION**

Any matter not provided for in the Constitution shall be dealt with by the committee pending confirmation by the next Annual General Meeting.

## **10 DISSOLUTION**

In the event of dissolution of the Group: after outstanding debts have been settled, any surplus of funds will be donated to 'The Geologists' Association'.

adopted April 2007

amended October 2007

## **APPENDIX**

### **THE EMERALD FUND**

(Donated to the Group by the Horstmann family, in memory of Colin Horstmann)

The Committee may draw on the Fund to promote the Group's Aims in the following ways:-

1. The enhancement of the evening lecture programme by paying of all or part of the costs of the annual HORSTMANN LECTURE
2. The enhancement of the field programme in some years by paying all or part of the costs of a professional leader to put on a HORSTMANN FIELD TRIP.
3. The enhancement of the quality of the Group's publications.

4. The promotion of occasional special events for the benefit of existing members, and to recruit new members.

Note:

No fees shall be paid from the Emerald Fund to a member of the Committee, except under heading 3 above, unless approved at an AGM or Special General Meeting.