Maidenhead and Marlow Archaeology and History Society

Rule Book

Adopted by the Trustees on 26 April 2025

A. Membership and Subscriptions

1. Membership Categories

Membership categories are:

a) Adult Membership – for a single adult, age at least 18.
b) Joint Membership – for 2 adults at one address. Any children at the same address are also able to attend talks at the member rate.
c) Student Membership – for an adult under age 30 and in full time education.
d) Day Membership – for a single adult, age at least 18
e) Honorary membership, granted by Society Members at an AGM.
f) Presidency of the Society may be offered and held at the discretion of the Committee, and shall carry the benefit of Honorary Membership.

2. Subscriptions

a) Annual subscriptions are due on 1st January for the Calendar Year.
b) New Members joining after 30th June in any year shall pay half the annual rate.
c) The annual subscriptions shall be such amounts as the Committee may from time to time recommend and the Society authorise at an AGM or EGM.
d) In exceptional circumstances the Committee may agree to waive the annual subscription.

2. Terminating membership

In applying section 9 of the Constitution (Termination of membership), the Trustees will ensure that:
a) If subscriptions have not been paid at renewal, a reminder will be issued within one month of the due date.
b) If a situation arises where the Trustees consider terminating membership would be in the best interests of the charity, the Trustees will firstly seek impartial external mediation to resolve the situation.

Trustees

Trustee Roles include:

Chair	Organiser of Talks
Vice-Chair	Newsletter editor
Treasurer	Communications
Secretary	Web master
Membership Secretary	Social Secretary

Other Trustees may be appointed to specific roles, activities or more generally.

The quorum for a meeting of Trustees is one third of Trustees. In any matter where a decision is being made about a matter for which one or more Trustees are not entitled to vote on, the quorum is one third of the Trustees who are eligible to vote.

B. General meetings

The annual general meeting will normally be held in April.

The business transacted will be:
a) To receive, and if approved, adopt the Statement of Accounts and reports by sub-committees and specialist groups.
b) To elect members of the committee.
c) To consider the annual subscriptions for the following year.
d) To consider any amendments to the Constitution and these Rules.
e) To deal with matters of interest to the Society, including resolutions proposed by the Committee or Members.

C. Financial

1. Financial Management

Prudent management of charity finances is an obligation on Trustees, as well as being vital to the survival of any organisation. MMAHS will accomplish this through the following measures:

a) Trustees shall take action as deemed necessary to ensure the solvency of MMAHS.
b) Day to day management of finances, including charge of bank documents, shall be undertaken by the Treasurer.
c) Bank account signatories shall be the Treasurer, Chair and Vice-Chair unless the Trustees agree otherwise.
d) Bank account related documents and online transactions shall not be signed off by Trustees living at the same address or who are related to one another, except as required by the Bank.

e) Annual accounts shall be submitted by the committee to the Annual General Meeting for acceptance.
f) Trustees shall agree a budget for the financial year ahead which may be presented to the members of the AGM for information.
g) The Trustees shall ensure that the budget implies a target level for general reserves commensurate with an assessment of financial risk.

2. Expenditure

a) All cheques issued and online payments made shall be signed or authorised by two of the three signatories agreed by Trustees. The recipient of any payment shall not sign or authorise any such payment.
b) Only members authorised, in writing, by either the Chair, Vice-chaire or Treasurer shall incur expenditure on behalf or MMAHS.
c) All expenditure incurred on behalf of MMAHS shall be reconciled with a receipt unless agreed by the Trustees.
d) Expenditure on items not included in the budget up to £50 may be incurred by Trustees without approval, but the Treasurer must be advised as soon as practicable. Prior to expenditure exceeding £50 in value, the Trustees shall make and record a positive decision to do so. If expenditure exceeding £50 is required before the next committee meeting, at least four Trustees shall be contacted and agree upon the purchase.

3. Independent Examiner

An Independent Examiner shall be appointed at each AGM, for the scrutiny of MMAHS accounts.

D. External communication

1. Representing MMAHS

a) Members shall not represent themselves as acting or speaking on behalf of the Society without the authority of the Committee, or alternatively of the appropriately authorised Trustee, sub-committee or specialist group.
b) Only Trustees of the Society may undertake correspondence on behalf of the society.
c) The following officers may write official communications on behalf of MMAHS without reference to other Trustees - Chairman, Vice-Chairman, Treasurer, Secretary. Other Trustees wanting to write official communications must have authorisation by one of the above officers and the circumstances reported at the next management meeting, or earlier if deemed desirable.
d) Articles or other content written for external publications must be reviewed by at least one other Trustee prior to submission.
e) Records must be kept of all official communications and articles on behalf of MMAHS.

2. Booking speakers

a) No Trustee other than one appointed by the Trustees may book speakers for society talks.
b) Speaker fees or expenses over £100 must be agreed by the Trustees before a booking can be confirmed.

E. Personal data of members

1. Access, use and storage

a) Data is stored electronically with appropriate access controls.
b) Personal membership information must only be used by those listed below for MMAHS purposes in accordance with the MMAHS Privacy Policy.
c) The Membership Secretary is responsible for ensuring that the Member's data is held safely in accordance with the requirements of GDPR and of the Society's Privacy Policy.
d) Full data of members are held and maintained by the Membership Secretary. The Membership Secretary maintains the database and provides information to other Trustees where required for the purposes of the Society, ensuring security requirements are met. If the purposes of the Society require that membership data with someone other than a Trustee, this must first require the approval of the Chair or Vice-Chair.
e) Personal membership information must not be divulged to third parties.
f) Personal membership information must be deleted and/or destroyed within 12 months of a membership lapsing, except that:
    i. records of donations subject to gift aid, which must be kept for at least six years to comply with HMRC rules.
    ii. Name and email address will normally be retained on the marketing list, unless the individual requests that they do not remain on the marketing list.
g) Out of date personal data must not be used and must be destroyed or deleted.

F. Record keeping

1. Formal records

a) Minutes must be recorded for all formal meetings and agreed by the attendees at the next meeting – with the exception of general meetings where they will be agreed by the trustees only. See also section 15 of the Constitution.
b) A copy of all minutes from formal meetings of the Society and of the Trustees will be approved by the chair. The Secretary will be responsible for keeping these approved minutes.

c) Trustees will sign a declaration accepting their appointment, confirming their eligibility and that they will ensure that the Society, Trustees and Members and any others comply with all relevant regulations, guidelines and good practice. Copies of declarations are to be kept by the Secretary.

2. Data security

a) All Trustees who maintain or keep official digital records, must ensure frequent backups are taken at regular intervals. Backups should be held on separate media from the main storage – e.g. on external hard drives.
b) Copies of official MMAHS records should not be provided to anyone apart from Trustees, without approval from the Chair or Vice-chair.

3. Assets

a) An asset register should be maintained, recording the description, date of purchase, cost and location of all assets and purchased goods.
b) Items purchased exceeding £100 in value should be 'security marked' by using security labels, or a similar method, as soon as practicable.
c) All items of equipment should be stored securely in a clean condition: items of high value, or sensitive to moisture or temperature extremes, should be stored where their safety and condition can be maintained.

G. <u>Projects and project management</u>

It is important that we undertake our work using good archaeological practice consistent with the guidance and standards of Historic England, the Chartered Institute for Archaeology and the Council for British Archaeology. Project plans should be appropriate to the size and scope of the proposed activity as set out below.

Planning
a) An initial brief should contain outline details of the project including location, research objective and possible resource implications.
b) The brief should be expanded into a proposal that includes objectives, site details including access, methodology, resources and timescales, financial implications, risks and constraints and post excavation activities.
c) Larger projects will require a full Written Statement of Investigation (see separate guidance note).

Implementation
a) The project will be managed according to archaeological practice as recommended by the relevant professional bodies;
b) Fieldwork responsibilities are to be clearly defined and allocated;
c) Site personnel will be briefed before fieldwork commences;
d) Site conduct will accord with legal requirements and MMAHS protocols;
e) Site records will be retained for reference.

Reporting and publication

a) A final report will be completed for all projects;
b) Project progress will be reported to members and on website;
c) A public display should be produced for all significant projects, the extent depending on the size and scope of the project.

Finds, archiving and deposition

a) Any objects found during a field activity of the Society shall be regarded as having been found by the Society itself, and shall be handed to the person in charge of the activity. Finds remain the property of the Landowner unless, or and until, ownership is transferred to an agreed repository by prior written agreement or other agreed arrangement.
b) All reports, documentation, digital data, finds etc must be archived and stored so as to be retrievable.
c) An entry is to be made in the County HER and, for significant projects, a report in Records of Bucks.

H. <u>Review</u>

The Constitution and this Rule Book will be reviewed annually by trustees.