

SOCIETY OF ANTIQUARIES OF NEWCASTLE UPON TYNE
(a Charitable Incorporated Organisation)

Standing Orders

These Standing Orders supplement the Constitution of the CIO and provide procedures and rules where the Constitution is silent. In case of a conflict between them the Constitution must prevail.

1. For purposes of Standing Orders the charity trustees are referred to collectively as 'Council' or 'the Council'.

Meetings of Council

2. Council shall meet on the first Wednesday in February and April, on the penultimate Wednesday in September and November, and at such other times as it may direct.

2a. Additional meetings of Council may be summoned by any charity trustee. At least seven days' notice must be given of any such additional meeting.

Quorum for meetings

3. No decision shall be taken at a meeting of Council unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater; or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

3a. Questions arising at a meeting shall be decided by a majority of those eligible to vote.

3b. In the case of an equality of votes, the chair shall have a second or casting vote.

Minutes

4. Pursuant to clause 24 of the Constitution minutes shall be kept of all:

- (a) appointments of officers made by the charity trustees;
- (b) proceedings at general meetings of the CIO;
- (c) meetings of Council and committees of charity trustees including:
 - (i) the names of the trustees present at the meeting;
 - (ii) the decisions made at the meetings; and
 - (iii) where appropriate the reasons for the decisions;
- (d) decisions made by the charity trustees otherwise than in meetings.

Conflict of interest

5. If any matter arises for discussion at a meeting of the charity trustees called pursuant to these Standing Orders or of one of the sub committees, in which an individual has, or may have, a conflict of interest, they shall declare the same and withdraw while the matter is under discussion. A conflict of interest may not be pecuniary.

6. The procedure at the February meeting shall be as follows:

- i. election of a chairman (if the President be absent or disqualified);
- ii. apologies for absence;
- iii. confirmation of minutes of the last meeting of the Council;
- iv. draft accounts for the year ended 31 December;
- v. consideration of the powers delegated to the Committees of the Council and the policies to be followed by them in the coming year:

- a. Executive
 - b. Library,
 - c. Collections
 - d. Activities and Membership
 - e. Publications
 - vi. Archaeologia Aeliana business.
 - vii. Appraisal of claims on the Special Endowment Fund. Such claims must be presented in writing to the Secretary not later than 31 December of the preceding year. A new claim is required for any award not taken up in the preceding year.
 - viii. Election of members to committees and representatives on outside bodies.
NB Society committees shall each have discretion to co-opt up to two additional members for the remainder of the year.
 - ix. Nominations for office or membership of Council to put before the full membership at the AGM. Where a President's term of office is due to come to an end at the subsequent AGM Council may nominate a candidate, who must be an existing trustee, for the office of President.
 - x. Correspondence.
 - xi. Any other business.
7. The procedure at the meeting in April shall be as follows:
- i. Election of Chairman (if the President be absent or disqualified).
 - ii. Apologies for absence.
 - iii. Confirmation of minutes of the last meeting of Council.
 - iv. Reports from, and further instruction to committees:
 - a. Executive
 - b. Library
 - c. Collections
 - d. Activities and Membership
 - e. Publications
 - h. Other.
 - v. Review of latest management accounts
 - vi. Annual report from the Investment Committee
 - vii. Review of adequacy of data protection arrangements
 - viii. Archaeologia Aeliana business.
 - ix. Elections to fill any casual vacancies on committees.
 - x. Any other business.
8. At the September meeting in addition to the business listed in (i-v, and viii to x) the President will report on the state of the Society. The Treasurer will report on claims by committees for ordinary expenditure and any implications for the current level of subscription. Consideration will be given to the Society's policy on risk management, risk registers, and the trustees' Register of Interests.
9. The procedure at the November meeting shall be as follows:
- i. Election of Chairman (if the President be absent or disqualified).
 - ii. Apologies for absence.

- iii. Confirmation of minutes of the last Council meeting.
- iv. Annual Report of the Council.
- v. Review of the latest management accounts
- v. Annual Reports to Council from committees:
 - a. Executive
 - b. Library
 - c. Collections
 - d. Activities and Membership
 - e. Publications

NB. Reports should be in the hands of the Secretary in time for them to be circulated with the papers for the November meeting.

- vi. Annual reports to Council from the Conservation Officer(s) and other officers not attached to special committees.
- vii. Annual reports from those representing the Society on outside bodies.
- viii. Archaeologia Aeliana business.
- ix. Any other business.

It shall be the duty of all secretaries of committees of Council to ensure that the minutes of the meetings of their respective committees are available for inspection at each of the Council meetings provided for above.

Meetings of the Society

10. Lecture meeting of the Society shall be held on the last Wednesday in every month except December. The Society's anniversary shall be celebrated at the January meeting. The Annual General Meeting shall be held at the meeting in April, at which the officers and Council for the year are elected. The report of Council and the financial statements for the preceding year shall be presented at the Annual General Meeting in April. The Council shall have the power to fix the place and time of any meeting, to appoint any other day for any meeting and to resolve that any meeting be not held.

Election of charity trustees and officers

11. The provisions in this section do not apply to the election of a charity trustee to the office of President, for which see clause [9] below. At the first the Annual General Meeting of the CIO in 2022 all other officers of the Society and up to ten ordinary members of Council shall be elected as charity trustees. Thereafter trustees may serve for terms of three to five years, although they may stand again for election without any limit on the number of occasions. Each year after 2022 four charity trustees shall retire by rotation, of which two shall be officers, and the vacancies filled at the next following Annual General Meeting.

Any ordinary member of the Society may nominate any other ordinary member for election as a charity trustee whether as an officer of the Society or as an ordinary member of the Council. Every nomination shall be signed by the nominator and by a seconder, shall be accompanied by the written consent of the nominee and shall be sent to the Secretary so as to reach him or her by the last Wednesday in February. Candidates for election shall submit with their nomination a

statement of their qualifications, relevant experience, and objectives in no more than 200 words.

If only one person be nominated for any office that person shall be deemed elected and shall be so declared by the Chairman at the Annual General Meeting.

If more than one person be nominated for any office, the office shall be filled from the persons nominated and, if more members be nominated as ordinary members of the Council than there are vacancies, the number required shall be chosen by election from the persons nominated.

A printed copy of the list of nominations and, in the event of an election, one voting paper only, shall be sent to each ordinary and honorary member with the notice convening the Annual General Meeting.

In addition to the documents specified in clause 14 of the Constitution, any new charity trustee shall be supplied on appointment with a copy of these Standing Orders.

Election of President

12. Any ordinary member may nominate one of the Society's charity trustees for the office of President. Every nomination shall be signed by the nominator and a seconder, shall be accompanied by the written consent of the nominee, and shall be sent to the Secretary so as to reach him or her not less than 14 days before the Annual General Meeting.

If only one person be nominated for the office of President that person shall be deemed elected.

If more than one person be nominated for the office, the office shall be filled from among those persons nominated. A printed copy of the list of nominations and, in the event of an election, one voting paper only shall be sent to each ordinary and honorary member with the notice convening the Annual General Meeting.

The election shall be by secret ballot among those present, or submitting valid proxy votes at the Annual General Meeting. The candidates shall withdraw from the meeting while the ballot is conducted.

The President's term of office shall be three years from the date of his or her election.

Election of Vice Presidents

12a. The charity trustees may, in recognition of a member's conspicuous service to the Society, appoint such person an honorary Vice President. The appointment may be renewed after 5 years but shall terminate on such person's ceasing to be a member of the Society. The maximum number of any such appointments at any one time shall be three.

Election of Members

13. An application for membership shall be determined by the Executive committee of the charity trustees. Notice of the granting of an application for membership shall be given in writing to the applicant not less than 42 days after the application was received by the Society.

Notice of a decision to refuse the application shall be given to the applicant within 21 days of the date the application was determined and shall be accompanied by a written statement of the reasons for refusal.

The applicant may appeal a refusal of an application for membership by notice in writing submitted to the Secretary of the Society not less than 21 days after notice of refusal was received. The appeal shall be decided by a committee of 3 ordinary members of the Society of at least five years standing. A charity trustee who took no part in the original decision shall be responsible for convening a panel to hear the appeal.

The appeal will generally consist in a paper consideration of the grounds for the decision and the appellant's submission why an appeal should be allowed. The test to be applied on appeal is whether the original decision was fair and reasonable.

Election of honorary members

14. Council may elect as honorary members any person eminent in antiquarian, archaeological or historical pursuits or conspicuous for services rendered to the Society.

Members subscriptions

15. Each ordinary member shall pay such annual subscription as is determined by Council, the first payment being due on election. Subsequent payments shall be due in the month of January in every year following. In the case of members elected at or after the General Meeting in October the subscription paid on election shall exempt them from any further payment for the ensuing year, but they shall not receive Archaeologia Aeliana in respect of the year of election. Honorary members shall be entitled to complimentary copies of Archaeologia Aeliana issued during their honorary membership. Ordinary Members whose full subscription is not in arrears will receive Archaeologia Aeliana and be entitled to subscribe to such other publications as are issued during the period covered by the current subscription EXCEPT THAT:

Members elected before 1 January 1985 and who decided before that date not to receive Archaeologia Aeliana MAY OPT to continue not receiving Archaeologia Aeliana and so pay an annual subscription at such lower rate as Council may determine.

Members related to and living in the household of an ordinary member paying a full subscription MAY OPT not to receive Archaeologia Aeliana and so pay an annual subscription at such lower rate as Council may determine.

Termination of membership

16. The Executive Committee of the Council may, if it considers there are grounds for so doing, terminate the membership of any honorary or ordinary member. Before any such decision is taken the member in question :

- (i) must be informed of the reasons why it is proposed to remove him, or her, from membership;
- (ii) give the member at least 21 clear days' notice in which to make representations to the charity trustees as to why he or she should not be removed from membership;
- (iii) consider the issue of termination of that member's membership at a duly constituted meeting;
- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

Notice of a decision to terminate membership shall be given within 21 days of the date of the meeting at which the issue was determined and shall be accompanied by a written statement of the reasons for refusal.

An appeal may be brought against a decision to terminate a member's membership by notice in writing submitted to the Secretary of the Society not less than 21 days after notice of termination was received. The notice shall set out the reasons why the appellant considers the decision was

wrong. The appeal shall be decided by a committee of 3 ordinary members of the Society of at least five years standing. A charity trustee who took no part in the original decision shall be responsible for convening a panel to hear the appeal.

The appeal will generally consist in a paper consideration of the grounds for the decision and the appellant's submission why an appeal should be allowed. The test to be applied on appeal is whether the original decision was fair and reasonable.

Committees

17. The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

A committee may consist of two or more persons, but at least one member of each committee must be a charity trustee other than the President.

General

18. It shall be the duty of the Secretary for the time being to ensure that the Society complies with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.

SOCIETY OF ANTIQUARIES OF NEWCASTLE UPON TYNE

Standing Orders for Council and Committees

EXECUTIVE COMMITTEE

Attention is drawn to the requirement that membership must include at least one charity trustee other than the President ;and that at least one charity trustee should be present at each meeting.

1. Duties of the Committee:

- i. The supervision and approval of routine expenditure.
- ii. The general supervision of the administration of the Society, in particular dealing with all matters that are not the specific province of another committee.
- iii. Approval of small grants from Research Fund as presented.
- iv. Preparation of recommendations for substantial grants for consideration by Council.

2. Membership:

- i. The President (ex officio).
- ii. The Treasurer (ex officio).
- iii. The Secretary of the Council (ex officio).
- iv. The Editor (ex officio).
- v. Three other members (to be elected by Council from its own membership).
- vi. The immediate past President ex officio.
- vii The Keeper of the Archaeological Collections.

3. Meetings:

Not less than six times a year, at a time, date and place to be settled by the Committee, before the monthly lecture unless otherwise provided.

4. The President shall take the chair, in whose absence the Committee shall elect one of its members to take it.

5. The procedure at each meeting shall be as follows:

- i. Election of Chairman (if the President be absent or disqualified).
- ii. Apologies for absence.
- iii. Confirmation of minutes of last meeting.
- iv. Treasurer's Report and other financial matters.
- v. Archaeologia Aeliana business.
- vi. Candidates for Membership.
- vii Collections
- viii Correspondence
- ix. Any other business.

6. The quorum shall be three, including at least one charity trustee.

7. The approved minutes of Executive Committee shall be sent to all members of Council with the agenda of the subsequent meeting of Council.

SOCIETY OF ANTIQUARIES OF NEWCASTLE UPON TYNE

Standing Orders for Council and Committees

LIBRARY COMMITTEE

Attention is drawn to the requirement that membership must include at least one charity trustee other than the President ;and that at least one charity trustee should be present at each meeting.

1. Duties of the Committee:

- i. To establish a purchasing policy.
- ii. To agree the purchase of books etc. from a list presented regularly by the librarian.
- iii. To liaise with those other local libraries which have similar collections.
- iv. To maintain a catalogue in the most accessible form(s).
- v. To oversee a programme of cleaning, rebinding, shelf-checking and recall of outstanding loans.
- vi. To maintain as good a level of access to the library for members as possible.
- vii. To arrange the transfer to and storage of the minutes of all committees of the Society.
- viii. To supervise the care of any non-book material at present stored in the library, viz. archives, photos, slides, pictures, drawings, maps.
- ix. To supervise the expenditure of any allocations made by Council from the Capital Fund and any budget allocated for the Library.
- x. To report to Council at each of its meetings, i.e. four times a year.
- xi. To elect a member of the Committee to act as its Secretary.

2. Membership:

- i. The President (ex officio).
- ii. A Chairman of the Committee (to be elected by Council from its membership).
- iii. The Librarian.
- iv. Up to five members chosen to represent the Society's various interests of whom two could be co-opted.

3. Meetings:

A minimum of three meetings a year, in April, late September (for the annual report), January (for the budget). The date and place to be settled by the Committee.

4. The procedure at each meeting shall be as follows:

- i. Election of Chairman (if the Chairman appointed by Council is absent).
- ii. The placing of the Lending Book and Visitors Book on the Table.(review of Loans and visits).
- iii. Apologies for Absence.
- iv. Confirmation of minutes of the last Committee meeting.
- v. Matters arising from the minutes.
- vi. The Society's Librarian's report.
- vii Reports from members with responsibility for individual projects; planning for the future.
- viii. Any other business.

5. The quorum shall be three, to include at least one charity trustee.

SOCIETY OF ANTIQUARIES OF NEWCASTLE UPON TYNE

Standing Orders for Council and Committees

COLLECTIONS COMMITTEE

Attention is drawn to the requirement that membership must include at least one charity trustee other than the President; and that at least one charity trustee should be present at each meeting.

1. Duties of the Committee:
 - i. To create (where these do not exist), maintain and, from time to time, audit basic lists of the Society's possessions, copies of the lists to be deposited in the Society's office.
 - ii. To devise and administer, where appropriate, a programme of conservation.
 - iii. To plan and carry out a programme of publication, in suitable form or forms.
 - iv. To prepare and submit to Council an annual budget request to cover these tasks.
 - v. To supervise the allocation of any grants made by Council from the Capital Fund.
 - vi. To elect a member of the Committee to act as its Secretary.
 - vii. To report to each meeting of Council.
 - viii. To identify opportunities to acquire items for the collection and to bring these to the attention of the (Executive Committee).??
 - ix. To identify sources of grants to support acquisitions and to apply to grant making bodies where appropriate.

2. Membership:
 - i. The President (ex officio).
 - ii. A Chairman of the Committee (to be elected by Council from its membership).
 - iii. Members with special responsibilities for:
 - a. The Society's collection in the great North Museum Hancock.
 - b. The Society's collection in the Morpeth Bagpipe Museum.
 - c. The Society's collection in the Northumberland Record Office.
 - d. The Coin collection.
 - e. The Society's possessions deposited in or on loan to other museums.

While it is essential for the Keeper of Coins to be a member of the Society, and preferably a member of Council, and desirable for the other Keepers to be in the Society this may not always be possible, and in such cases they should be co-opted.

3. Meetings:

A minimum of once a year, normally before the November meeting of Council, the date and place to be settled by the Committee.

4. The procedure at each meeting shall be as follows:
 - i. Election of Chairman (if the Chairman appointed by Council be absent).
 - ii. Apologies for absence.
 - iii. Confirmation of minutes of the last Committee meeting.
 - iv. Matters arising from the minutes.
 - v. Reports from members with special responsibilities, these to include plans for conservation and publication and, at the appropriate time, applications for grants.
 - vi. Report on opportunities to acquire items for the Collection
 - vii. Any other business.

5. The quorum shall be three, to include at least one charity trustee.

SOCIETY OF ANTIQUARIES OF NEWCASTLE UPON TYNE

Standing Orders for Council and Committees

PUBLICATIONS COMMITTEE

1. Duties of Committee:

- i. The invitation and selection of contributions to the Society's various series of publications.
- ii. The production of pamphlets and small books, volumes in the Monograph and Records Series, and cumulative indices to *Archaeologia Aeliana*, in the areas of reading and (where qualified) refereeing submitted papers, arrangements for external refereeing of papers, liaison with typesetters and printers, preparation of the index, and other areas in which the Editor requires assistance.
- iii. Assisting the editor of the Newsbulletin and the editor of the Annual Report.
- iv. Consideration of the Society's future policies on, and supervising the current operation of, the storing, selling and marketing of publications.
- v. Maintenance and supervision of an effective web-site for the Society

2. Membership:

- i. The President (ex officio).
- ii. A Chairman of the Committee (to be elected by the Council from its own membership).
- iii. The Secretary of the Council (ex officio).
- iv. The Editor (ex officio).
- v. The Editor of the Newsletter (ex officio)
- vi. The web-master (ex officio)
- vii. Up to five other members (to be elected by the Council either from its own membership or from the membership of the Society as a whole).

3. Meetings.

Not less than four times a year at a time, date and place to be settled by the Committee.

4. The procedure at each meeting shall include:

- i. Election of Chairman (if the Chairman elected by Council be absent).
- ii. Apologies for absence.
- iii. Confirmation of minutes of last meeting.
- iv. Matters arising from minutes.
- v. Editor's report and other matters arising from production of *Archaeologia Aeliana*.
- vi. Matters arising from other publications in production.
- vii. Projected publications and future policies for publications.
- viii. Report of the editor of the Newsbulletin.
- ix. Report of the web-master
- x. Review of stocks, sales and marketing.
- xi. Any other business.

5. The Secretary of the Committee shall keep minutes of all meetings of the Committee and copies of all correspondence written on behalf of the Committee and shall supply the Secretary of the Council with a copy of the minutes of every meeting of the Committee within fourteen days of the meeting.

6. The quorum shall be four.

Approved by Council February 1996

SOCIETY OF ANTIQUARIES OF NEWCASTLE UPON TYNE

Standing Orders for Council and Committees

RESEARCH COMMITTEE

1. Duties of the Committee:

- i. To referee applications for research grants, and make suitable recommendations to Council.
- ii. To assist and advise any individual with a research project, if asked to do so.
- iii. To seek out for publication existing pieces of work, dissertations etc., which appear to fill gaps in our knowledge and which deserve a wider audience.
- iv. To promote research by members of the Society, whether by excavation, fieldwork or documentary investigation, on agreed topics and to agreed timetables, together with its publication and/or exhibition.
- v. To establish an educational programme for members, e.g. evening workshops where artefacts etc. can be handled.
- vi. To maintain a list of necessary practical tasks, both indoor, for the information of any members or group of members who would like useful things to do.
- vii. To prepare and submit to Council an annual budget to cover these tasks.
- viii. To supervise the expenditure of any grants made by Council.
- ix. To elect a member of the Committee to act as its Secretary.

2. Membership:

- i. The President (ex officio).
- ii. A Chairman of the Committee (to be elected by Council from its membership).
- iii. Six members chosen to represent the Society's various interests and periods of interest.

A minimum of 3 should be members of Council, a maximum of 3 could be co-opted.

3. Meetings.

A minimum of two meetings a year, the date and place to be settled by the Committee.

4. The procedure at each meeting shall be as follows:

- i. Election of Chairman (if the Chairman appointed by Council is absent).
- ii. Apologies for absence.
- iii. Confirmation of minutes of the last Committee meeting.
- iv. Matters arising from the minutes.
- v. Reports from members with responsibility for individual projects; preparation of future programmes.
- vi. Any other business.

5. The quorum shall be three.

Society of Antiquaries of Newcastle upon Tyne Activities & Membership Committee Standing Orders

1. Duties of the Committee:

- i. The arrangement of all meetings of the Society.
- ii. Membership promotion, recruitment and retention.
- iii. The supervision of expenditure on the meetings.
- iv. The election of one member of the Committee to act as Secretary of the Committee.

2. Membership:

- i. The President (ex officio).
- ii. A Chairman of the Committee (to be elected by Council from its own membership).
- iii. Members with special responsibilities for:
 - a. arranging the programme of indoor meetings and obtaining speakers for them.
 - b. arranging the country meetings.
 - c. arranging the country walks.
 - d. arranging social activities.
 - e. arranging summer walks
 - f. membership recruitment activities
 - g. membership promotion and retention
- iv. Sufficient additional members, depending on how Council shall decide to divide the special responsibilities amongst Committee members, to make a total membership of the Committee of eleven, excluding the President.

The members in iii and iv above shall be elected by Council either from its own membership, or from the membership of the Society as a whole.

3. Meetings:

Not less than three times a year, date and place to be settled by the Committee.

4. The procedure at each meeting shall be as follow:

- i. Election of Chairman (if the Chairman appointed by Council be absent).
- ii. Apologies for absence.
- iii. Confirmation of minutes of last Council meeting.
- iv. Matters arising from the minutes.
- v. Reports from members with special responsibilities.
- vi. Allocation of duties in connection with reception and entertainment of speakers.
- vii. Any other business.

5. The Secretary of the Committee shall keep minutes of all meetings of the Committee and copies of all correspondence written on behalf of the Committee and shall supply the Secretary of Council with a copy of the minutes of every meeting of the Committee within fourteen days of the meeting.

6. The quorum shall be four.

SOCIETY OF ANTIQUARIES OF NEWCASTLE UPON TYNE

Standing Orders for Council and Committees

OTHER COMMITTEES OF THE SOCIETY

Small Standing Committees shall be appointed by Council. They shall consist of three to five members, including a chairman/convenor. The aims and objectives shall be established by Council and recorded in the Minutes. Any changes in aims and objectives shall be submitted to Council for approval.

These Committees shall report to Council at their discretion and shall submit a written report at the November Council Meeting. They shall have the power to co-opt other persons for specific advice or collaboration in other chosen areas.

Any Committee not meeting for 12 months shall be considered disbanded, and re-formed only at the behest of Council.

Ad-hoc Committees may be appointed by Council from time to time to deal with a specific topic. Council will appoint a chairman/convenor and such members as it considers appropriate.

The aims and objectives will be formulated by Council. The Committee will have the power to co-opt up to two other members to assist them.

The Committee will report to Council as and when necessary, and will submit a formal report in writing to Council at its disbandment .

Administration

A copy of the Minutes of Council and of each of the above Committees shall be deposited in a box file, possibly in a locked cupboard, in the Society's Library.

Revised February 1991