

RULES

Adopted 16 March 1996

- 1. Title**

The Society is called the **Geologists' Association - South Wales Group / Cymdeithas y Daearegwyr - Grwp De Cymru** ("the Group")
- 2. Objects**

The objects of the Group are to advance the education of the public through the promotion and research of geology.
- 3. Powers**

In furtherance of the objects but not otherwise the Group may:

 - (i) arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars, field meetings, training courses and other activities.
 - (ii) promote and organise cooperation locally, nationally and internationally, and bring together in conference representatives of voluntary organisations, government departments, statutory authorities and individuals.
 - (iii) promote and carry out, or assist in promoting and carrying out, research, surveys and investigations, and publish the results.
 - (iv) collect and disseminate information on all matters relating to the objects and exchange such information with other bodies having similar objects whether in this country or overseas.
 - (v) raise funds and invite and receive contributions provided that in raising funds the group shall conform to any relevant requirement of the law.
 - (vi) invest the monies of the Group not immediately required for the objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
 - (vii) employ and pay officers and other persons (who shall not be members of the Committee) and parties whose services are required for carrying out any of the objects of the Group.
 - (viii) establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
 - (ix) buy, take on lease or in exchange any property necessary for the achievement of the objects and maintain and equip it for use.
 - (x) sell, let, mortgage or dispose of or turn to account all or any of the property or assets of the Group, subject to such consents as may be required by law.
 - (xi) appoint and constitute such advisory committees as the Committee may think fit.
 - (xii) do all such other lawful things as are necessary for the achievement of the objects.
- 4. Members**

There shall be Ordinary, Honorary and Student members.
Honorary members shall be nominated by the Committee.
Student members shall be persons pursuing full-time education.
All members shall have the right of attending all meetings of the Group.
All members aged 18 and over shall have the right of voting at all meetings, of proposing candidates for election to the Committee, of serving if elected on the Committee or in any office of the Group.
A copy of these Rules shall be sent to every member on joining.
- 5. Subscriptions**

Ordinary and Student members shall pay such subscriptions as the Committee shall from time to time determine, due annually on the first day of September.
- 6. Committee**

The management of the Group shall be vested in a Committee consisting of:
a President, Vice President, Treasurer, Secretary, Membership Secretary, Programme Secretary, and Editor, each elected to serve for two years, the election of Treasurer and Programme Secretary not to be made in the same year as the election of Secretary, Editor and Membership Secretary,
Ordinary and Honorary members numbering six, each elected to serve for three years; two of these members shall retire at the Annual General Meeting each year but shall be eligible for re-election,
a Student member elected to serve for one year,
co-opted members whose number in any one year shall not exceed two,
past Presidents who, following the expiry of their term of office, shall serve as ex-officio Vice Presidents for a period not exceeding two years.

A member of the Committee shall cease to hold office if s/he is disqualified from acting as a member of the Committee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
A Committee member shall cease to be a member of the Committee if s/he resigns in writing to the Secretary (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).
No member of the Committee shall acquire any interest in property belonging to the Group (otherwise than as a trustee for the Group) or receive remuneration (other than reasonable out of pocket expenses) or be interested (otherwise than as a member of the Committee) in any contract entered into by the Committee.
- 7. Meetings and Proceedings of the Committee**

The Committee in any one year shall meet on not less than three occasions at times to be decided by the Committee.
Notice of each Committee meeting with an agenda shall be sent out at least seven days in advance.
In the absence of the President and Vice President, the Committee shall be chaired by an Officer or member elected by the Committee.
For each Committee meeting there shall be a quorum which shall be not less than half of the Committee membership.
Minutes shall be kept of each Committee meeting.

Special meetings of the Committee shall be called by not less than three Committee members whose names shall appear on the summoning notice together with the stated reason for the meeting.

No minutes shall be read at a special meeting and no other business than that stated on the agenda shall be transacted.

8. Annual General Meetings

The Annual General Meeting shall be held within three months of the end of each financial year.

Every Annual General Meeting shall be called by the Committee. The Secretary shall give at least 21 days notice of the Annual General Meeting to all members of the Group. The Committee shall present to each Annual General Meeting a report and audited accounts of the Group for the preceding year.

The notice of an Annual General Meeting shall include the names of such members as may be nominated by the Committee to serve on the Committee during the following year. Additional nominations for election to the Committee may be made by eligible members of the Group provided that each candidate is supported by not less than two eligible members and that such nominations are received by the Secretary not less than fourteen days before the date of the Annual General Meeting.

9. Special General Meetings

The Committee shall, either itself or upon a requisition signed by not less than ten members of the Group eligible to vote, convene a Special General Meeting of the Group. A notice of the date and object of such Special General Meeting shall be sent to each member of the Group not less than seven days before such meeting, and no business shall be considered at such meeting except that for which it was convened.

10. Procedure at General Meetings

All members of the Group shall be entitled to attend and members aged 18 and over entitled to vote.

The quorum at a General Meeting shall be 15 members with voting rights.

All questions arising at any meeting shall be decided by a simple majority of those present. No person shall have more than one vote, but in the case of an equality of votes the President or the person chairing the meeting shall have a second or casting vote.

Minutes shall be kept of all Annual General and Special General Meetings of the Group.

11. Annual Report

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Charity Commission.

12. Annual return

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Charity Commission.

13. Accounts

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to -:

- (i) the keeping of accounting records for the organisation,
- (ii) the preparation of annual statements of account for the organisation,
- (iii) the auditing or independent examination of the statements of account of the organisation,
- (iv) the transmission of the statements of account of the organisation to the Charity Commissioners.

The funds of the Group, including all donations, contributions and bequests, shall be paid into accounts operated by the Committee in the name of the Group at such banks as the Committee shall from time to time decide. All cheques drawn on the accounts must be signed by at least two members of the Committee.

The funds belonging to the Group shall be applied only in furthering the objects.

The accounts of the Group shall be made up to the last day of February in each year.

14. Amendments to the Rules

The Rules may be amended by a two-thirds majority of the members present and voting at an Annual or a Special General Meeting, providing that fourteen days notice of the proposed amendment has been sent to all members and provided also that nothing therein contained shall authorise any amendment which shall have the effect of the Group ceasing to be a charity at law.

No amendment may be made to clause 1 (Title), clause 2 (Objects), clause 15 (Dissolution) or this clause without the prior consent in writing of the Charity Commission.

A copy shall promptly be sent to the Charity Commission of any amendment made under this clause.

15. Dissolution

If it is decided that it is necessary or advisable to dissolve the Group, a meeting shall be called of all members of the Group, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting then the Committee shall have the power to realise any assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Group as the members of the Group may determine, or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Group must be sent to the Charity Commission.