



CONSTITUTION

1. NAME

The name of the group will be 'Uist Community Archaeology Group,' also known by the acronym 'UCAG'.

2. AIM

To advance the awareness and understanding of the archaeological remains in Uist by UCAG members, the wider population and visitors.

(The term Uist will henceforth refer to the southern archipelago of the Western Isles from Berneray to Eriskay).

3. OBJECTIVES

- To promote the discovery, safeguarding and monitoring of archaeological remains in Uist and to encourage the formulation of appropriate policies for their preservation, management and interpretation.
- To encourage original archaeological/historical research to be undertaken in Uist and make results available to all.
- To share information amongst the members of UCAG so as to add to the body of knowledge about the archaeological and historical remains in Uist.
- To liaise with the CnES Archaeologist and other regional or national bodies (for example, SCAPE, Canmore and DES) to ensure newly identified sites appear on the relevant Sites and Monuments databases.
- To hold talks and organise field visits to archaeological and historical sites in Uist.
- To promote safe access and encourage the provision of appropriate signage and interpretation panels to the archaeological and historical remains in Uist.
- To promote the use of experimental archaeological techniques to recreate the unique archaeological and historical remains in Uist.
- To promote the training of volunteers in archaeological techniques to assist with research, fieldwork and excavation by UCAG and other organisations.
- To raise funds and to invite and receive contributions from any person or persons whatever by way of subscription, donation and otherwise, provided that the UCAG does not undertake any permanent trading activities.
- To collaborate with a wide range of local organisations and professional bodies to undertake joint initiatives and, where appropriate, initiate collaboration.

4. UCAG STATUS AND MEMBERSHIP

- UCAG is an unincorporated local community group.
- Full membership will be open to individuals, families and institutions, upon payment of an annual subscription which will be fixed at the AGM.
- Subscriptions will be renewable on 3 January each year.
- Applications for membership will be submitted on the approved form together with the appropriate membership fee. Members are encouraged to initiate a standing order with their bank for annual subscriptions to be paid 3rd January annually.
- Membership will not be refused without good cause or explanation and will not be refused on the basis of gender, age, ethnic background, disability, caring responsibilities, sexual orientation, religious belief or marital status.
- Only Members will be entitled to vote at General Meetings. Members whose subscriptions are in arrears will not be entitled to vote.
- New members may also join at an AGM or EGM and once approved by two or more members of the Executive Committee and subscription payment completed, will immediately hold voting rights.
- If the membership subscription payable by any member remains outstanding for more than six months after the date on which it fell due (and providing he/she has been given at least one written reminder) their membership will cease. Membership can be reinstated on payment of the outstanding membership fee.
- The Executive Committee will maintain an up-to-date list of members.
- Membership of the group may not be transferred by a member.
- Every member has one vote, which may be given (whether by a show of hands or a secret ballot) either personally or by proxy.

5. MANAGEMENT AND ADMINISTRATION

- The Executive Committee will consist of between seven and ten members.
- The election of a Chairperson, Vice-chair, Secretary, Treasurer and Elected Committee Members will take place at the Annual General Meeting by the voting membership.
- The Executive Committee will consist of four Office Bearers and at least three Elected Members; they will have the power to co-opt three additional members. Co-opted members will serve initially for their year of appointment but must be ratified annually at the AGM, should their continued service be desirable.
- Nominations will be in writing to the Secretary at least 21 days before the AGM. Consent of the nominees must be obtained prior to submission. Should no nominations be received in advance for a post, they may be proposed during the course of the meeting.
- If two nominations are received for one appointment to the Executive Committee, a secret ballot will be conducted and a simple majority of the votes of those members present will determine the successful nominee.
- The elected Office Bearers will be elected for three years. There is no remuneration for these positions.
- At the end of the three-year term, Office Bearers will be eligible for re-election.
- The Elected Members will also be elected for three years and will be eligible for re-election at the end of that term.
- Office Bearers and Elected Members who wish to retire before the end of their period of office, or those who do not wish to seek re-election, will inform the Chairperson or Secretary at the earliest opportunity. An interim post-holder may be appointed (or co-opted) by the Executive committee or, if deemed appropriate, an Extraordinary General Meeting may be convened to elect a successor for the remaining term of office.
- The Executive Committee will have the power to suspend or remove any member whose conduct is considered prejudicial to the interest of UCAG.
- The Executive Committee will meet at least once quarterly. Additional ad hoc meetings may be desirable if discussion is considered easier than email contact. Meetings of the Executive Committee may be in person, by conference call or video conference on a suitable online platform, for example Zoom.
- Four members of the Executive Committee will constitute a quorum, provided that two are Office Bearers.

5. MANAGEMENT AND ADMINISTRATION (cont.)

- Meetings of the Executive Committee may be in person, by conference call or video conference on a suitable online platform, for example Zoom.
- An Executive Committee decision may be altered if there is a simple majority amongst the Executive Committee or by a two thirds majority at a General Meeting.
- The Executive Committee may additionally invite expert consultants and/or representatives of relevant local bodies to attend in an advisory capacity without voting rights
- The Executive Committee members must be members of UCAG.

The Chairperson:

- Will usually chair all meetings. If they cannot be present the Vice-chair will adopt that role, or the committee may elect an Acting Chair from the Executive Committee.
- Will present an annual report at the AGM.
- Will, in association with other committee members, ensure a newsletter is produced at least once per year and distributed electronically to members and interested parties.
- Will normally act as the primary representative of UCAG when liaising with other organisations.
- Will have the casting vote in the event of a disagreement amongst members of the Executive Committee if a simple majority fails to resolve the matter in dispute.

The Vice-chair:

- Will support the activities of the Chairperson, standing in on occasions where the Chairperson is unable to be personally present.
- May, if appropriate, assist any Executive Committee members in their designated roles.
- Will have normal voting rights at all meetings and may hold and deliver proxy votes on behalf of absent members, if advised by those members in advance.

The Secretary:

- Will be responsible for keeping a record of all meetings and circulating minutes to the membership.
- Will make all arrangements for the AGM and any EGM as required.
- Will attend to general correspondence.

The Treasurer:

- Will be responsible for depositing all monies received into the UCAG Bank Account.
- Will ensure that up to date financial records are maintained.
- Will use electronic banking to facilitate banking transactions.
- Will advise on prudent use of UCAG funds.
- Has the authority to reimburse agreed and reasonably incurred expenses.
- Will be responsible for maintaining a current membership list and will update the Committee regarding all new members joining.
- Will prepare reports for Executive Committee meetings and a set of annual accounts for the AGM. There is no requirement for these accounts to be audited.

Up to four members of the Executive Committee will be signatories and cheques will be signed by at least two members of the Executive Committee. In addition, up to 3 members of the committee will have access to online banking and at least two people will be required to authorise online transactions.

In the event of UCAG initiating or supervising a major partnership project, a separate Bank Account will be established for that purpose and annual accounts audited.

6. MEETINGS

- The Executive Committee will arrange informal meetings, lectures, training events, field visits and other relevant activities throughout the year.
- The AGM will be held within six months of the end of the annual accounting period (1 January to December 31) and the Executive Committee will meet at least once quarterly thereafter. The quorum at the AGM or an EGM will be six members including at least two Office Bearers and two Elected Members.
- The AGM will be open to all, but only paid-up members may vote.
- On receipt of a request by 6 paid-up members the Secretary can call an Extraordinary General Meeting.
- The Secretary will give at least 28 days' notice of an AGM or EGM, with an agenda announced at least 14 days before the meeting. Meetings of the Executive Committee will be called at the discretion of the Chairperson, or on receipt of a request from at least three members of the Executive Committee. The quorum at meetings of the Executive Committee will be four members, provided that two are Office Bearers.
- From time to time, the Executive Committee will arrange open meetings, on topics or localities they consider relevant and interesting, in the form of illustrated talks and/or guided Field Visits. Such meetings will normally be open to non-members on payment of a small charge as advertised in advance.
- Where practicable, illustrated talks will be 'hybrid presentations' and streamed 'live' on Zoom. They may also be recorded and made available as archive talks on the UCAG YouTube Channel.
- Members and non-members will be responsible for ensuring they are appropriately attired for Field Visits although the Executive Committee may give appropriate Health and Safety guidance.
- Where payments are to be made for such open meetings, these may be made in cash or, where available, card payment to a nominated Executive Committee member.

7. AMENDMENTS TO THE CONSTITUTION

Alterations to this Constitution will require the assent of two-thirds of the members present and voting at an AGM or Extraordinary General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days' notice of such an agenda must be sent by the Secretary to the membership and must include notice of alterations proposed.

8. DATA PROTECTION

UCAG will only use individual members' personal data for the purpose of communicating information in connection with the activities of UCAG. This data will not be shared with other parties and members will have the option of not sharing personal data with other members of UCAG.

9. DISSOLUTION

UCAG may be dissolved by a resolution passed by a two-thirds majority of members present at an Extraordinary General Meeting convened for the purpose, of which 21 days' notice will have been given to the members.

Such a resolution can give instructions for the dispersal of any assets held by UCAG to be transferred to other organisations with similar objectives.

The records of UCAG will be deposited with a local body e.g., CnES, a local Community Council or a Historical Society.

In the event of UCAG being inactive for three or more years, with no Office Bearers in post, the existing membership should be consulted by a nominated Acting Chairperson to ascertain that two thirds of the Membership is in agreement for the group to be dissolved and monies dispersed as detailed above.

(Revised Constitution passed at the Annual General Meeting, 26th January 2023 by all members present)