

CONSTITUTION and RULES of the KENT GEOLOGISTS GROUP

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CONSTITUTION

1 NAME

1.1) The Group shall be called - Kent Geologists Group (KGG); where 'Group', when used in this document, refers to the KGG.

2 AIMS and OBJECTIVES

2.1) The Group's aim is to teach members and other interested parties the wonders of the Earth Sciences; this to be achieved by a learning programme of discussions, talks and field trips throughout the year.

3 MEMBERSHIP

3.1) Membership is open to anyone 11 years and over who supports the 'Aims and Objectives' of the Group; these are the classes:

A) Adult Member – anyone 18 years or over.

B) Junior Member – anyone aged 11 to 17 years, who must be accompanied by a parent or guardian who is a member in their own right.

C) Day Member - for those non-members wishing to attend any of the Group's field trips. A one-off payment to the field trip's leader must be paid – set by majority vote at the preceding AGM. (See *Subscriptions, para. 5.4* below).

D) Free Member – for any member who gives a talk at an evening meeting, a free year's membership will be offered.

E) Honorary Member – any member, who has given exceptional service to the good of the Group over many years, and has not looked for or received monetary reward.

3.2) Membership is open to those applicants who pay the correct subscription, set by majority vote at the preceding AGM, within 2 calendar months of their first attendance.

3.3) Applicants must have completed Enrolment and Data Protection Forms, fully.

3.4) Members will be deemed FULL members after a period of 9 months.

3.5) Prospective members are expected to make a decision on membership after 2 consecutive visits.

4 TERMINATION of MEMBERSHIP

4.1) Any member who persistently behaves in an offensive or detrimental way, which is against the interests of the Group, may be asked to leave.

4.2) Membership will be terminated automatically by failure of subscription, if not paid within 6 months of its due date.

5 SUBSCRIPTIONS and FEES

5.1) Subscriptions are due from the 1st January each year.

5.2) Applicants joining after 30th June shall pay one half of the yearly subscription.

5.3) The annual subscription rate will be decided by majority vote at the preceding AGM.

5.4) A day rate for members attending a field trip will be decided by majority vote at the preceding AGM.

5.5) A day rate for non-members will be set by majority vote at the preceding AGM.

5.6) An evening meeting fee will be set by majority vote at the preceding AGM, to be paid by ALL members attending.

6 OFFICERS and COMMITTEE

6.1) The Group will consist of 4 Officers, aided by up to 9 Committee members, ALL to be elected at an AGM.

6.2) The Group's officers are Chairman; Secretary; Evening Meetings Secretary and Treasurer.

6.3) The Committee should not exceed 9 members, plus the officers.

6.4) No member shall be elected to the committee, in any role, unless a FULL member. (See 3.5 above). (*This could be waived in exceptional circumstances*). Changes to the officers and committee shall be made at the AGM by election.

6.5) The Committee should meet at least 2 times a year, at a pre-determined site, or from home, by Zoom. At least 1 Officer and 5 Committee members should be present to form a quorum; *if this cannot be met, decisions, though discussed, cannot be voted on.*

6.6) If an Officer or Committee member sends an e-mail to the committee requiring an answer or comment, and there is little or no response, the e-mail will be considered as passed or accepted by the Group, after 7 days.

6.7) Committee members may share or reallocate tasks required by the Group, as necessary.

7 OFFICERS ROLES

7.1 CHAIRMAN

7.1.1) to ensure the smooth running and success of the Group;

7.1.2) to Chair meetings and ensure a programme of events, with the assistance of the Evening Meetings Secretary and the Field Trips Organiser, are compiled each year;

7.1.3) the Chair should also ensure insurance is acquired, by the Treasurer, for indoor and field events, and that risk assessments are compiled for those events.

7.1.4) in the event of a tied vote in any category, the Chair shall have the final vote.

7.2 SECRETARY

7.2.1) to take minutes at every committee meeting, and that those minutes are available to the committee within 3 to 4 weeks from the date of said meeting;

7.2.2) to liaise with the Treasurer with membership and data information; and to ensure that data is used only for the requirements of the Group;

7.2.3) to attend to the Group's paperwork, as required and directed by the Committee.

7.2.4) to prepare submitted motions by the membership which are to be discussed at the AGM, at least 10 days before the AGM. Motions for the AGM have to be sent to the Secretary at least 21 days prior to the AGM.

7.2.5) to publicise the Groups Evening and other Events throughout the year, for local Groups, Museums and Fairs or Shows.

7.3 TREASURER

7.3.1) to maintain an account of the Group's financial affairs, as required, by electronic or manual accounting methods;

7.3.2) to prepare an annual financial report on the Group's financial affairs, for the year previous, at the next AGM; (*the group's year is January 1st to December 31st*).

7.3.3) to collect cash, cheques and donations into the Group's bank account;

7.3.4) to prepare cheques for the Group's expenditure, countersigned by the Chairman or Secretary;

- 7.3.5) to ensure the correct insurance/s to protect the interests of the Group, are in place.
- 7.3.6) to liaise with the Chairman and/or Secretary, Evening Meetings Secretary and Committee over financial decisions and/or expenditure.
- 7.3.7) to repay members claims of expenditure, providing there are receipts and the claims are relevant to the Group's business.

7.4 EVENING MEETINGS SECRETARY

- 7.4.1) to organise and collate a monthly list of evening talks for the year, including arranging a speaker's requirements for his/her talk or presentation.
- 7.4.2) to arrange a change to the scheduled talk should a speaker be unable to attend. (*This may be impossible depending on amount of time given; or especially when the weather causes it*). On occasion, talks may have to be held over the internet using the Zoom platform; the Evening Meetings Secretary will give as much notice as possible, should this occur.
- 7.4.3) to inform the Treasurer of all outgoings and payments required by a speaker or guide concerning their travel, food, other costs incurred and gifts given or offered, and supplying the Treasurer with all receipts required in those payments deemed for the Group.

8 GROUP MEETINGS

- 8.1) An Annual General Meeting (AGM) will be held on the third Tuesday of March, each year. (*This may be waived in exceptional circumstances*).
- 8.2) The Group will meet on the third Tuesday of each month, at the current venue, throughout the year, between 7.30pm to 9.30pm
- 8.3) On occasion there may be the need for meetings to be held through Zoom. If this should be the case, every opportunity to give members as much notice as possible, will be taken
- 8.4) The Committee will meet at least twice a year, or more, when necessary. Meetings should have an agenda and the Secretary should give adequate notice, to ensure all information required is available.
- 8.5) When decisions are warranted at any meeting, a show-of-hands, for or against, will be required. Should a show-of-hands result in a dead heat, then the Chair will cast the deciding vote.
- 8.6) Field Trip organisers must make a full itinerary, details of times, access and risk assessment form available, to all participants. The Risk Assessment Form must be signed by all attendees prior to the site visit.
- 8.7) Any equipment supplied by the Group must be fit for purpose and safe to use.

9 GROUP MANAGEMENT

- 9.1) When required by the Committee, members can be co-opted to attend Committee meetings, should it be necessary.
- 9.2) The Committee shall meet when summoned by an Officer of the Group, or at the request of three committee members. The Secretary shall give no less than one week's notice, in writing, or by email to all committee members.
- 9.3) Business will not be conducted should the requirements of a quorum not be met. (*See 6.5 above*).

10 ANNUAL GENERAL MEETING

10.1) This will be held on the third Tuesday of March, each year; *as stated in 8.1 above.*

10.2) The quorum for the AGM should be no less than 20% of the membership. All FULL members are entitled to vote.

10.3) Motions to be considered by the Group at an AGM should be submitted, in writing or by email, to the Secretary. *(See 7.2.4 above).*

10.4) The agenda for the AGM should include:-

1. The reports of the Officers of the Group.
2. The election of officers and committee for the following year. In the event of two or more members vying for a single position, a written ballot shall be conducted.
3. The election of Examiners for the Accounts for the following year.
4. The discussion and voting on Motions received by the Secretary within the prescribed time – there shall be no last minute requests.
5. The setting of Annual Subscriptions for the following year.
6. The setting of Evening Meetings fees for the following year.
7. The setting of Field Trip fees for the following year. *(Should one be required in the future).*
8. The setting of Day Membership fees for the following year.

11 CONSTITUTION and RULES

11.1) The Constitution and Rules of the Group can be found on the KGG Website.

11.2) With the exception of paragraph 13.2 below, the Constitution may only be altered or amended, by a specific motion at the AGM, *(as in 7.2.4 above).*

12 INTERPRETATION

12.1) In the event of any dispute on interpretation or rules of the Group, decision taken at an AGM, will be binding.

13 CLOSURE of the GROUP

13.1) If, at an AGM it is decided to close the affairs of the Group, the Committee will realise as much of the assets of the Group, as maybe necessary to discharge the Group's liabilities; any remaining assets will be donated to Charities, as decided by existing members.

13.2) Under no circumstances whatsoever may any assets of the Group at any time, be given or refunded to any member, except by way of reimbursement of expenses.

RULES

1 VENUE

1.1) Members must abide by the Regulations laid down from time to time, by Sandling Village Hall Committee.

1.2) Rule 1.1 would need to change should there be a change of venue.

2 CLUB NIGHT

2.1) Members must pay the appropriate fees on club nights, as set by the Group at the AGM.

2.2) Members are expected to leave the Hall in a tidy condition, especially the kitchen and toilets.

3 FIELD TRIPS

3.1) Field trips are open to all members except where restrictions are imposed by landowners.

3.2) Non-members must pay the relevant fee; *see 3.4, in the Constitution, above*, to the field trip leader. All monies collected by the leader, should be returned to the Treasurer, at the earliest convenience; this rule to be waived where a trip is combined with other societies.

3.3) Members attending field trips must abide by any instructions laid down by the organiser of the visit, and are expected to behave in a correct and well-mannered way.

3.4) Members attending field trips do so entirely at their own risk.

3.5) Any member attending a field trip must sign the attendance and risk assessment forms and in so doing, should a member, or day member, wish to leave early, they must advise the field trip leader before doing so.

This page for dates for any alterations, additions or removals from the Constitution and Rules. All changes must be added to this page.

Date: 12-02-2023 New Constitution and Rules drafted.