

# **ASSOCIATION OF LOCAL GOVERNMENT ARCHAEOLOGICAL OFFICERS (ALGAO):CYMRU**

## **CONSTITUTION**

### **1.0 Name**

- 1.1 The Association shall be called the Association of Local Government Archaeological Officers (ALGAO):Cymru and shall form part of ALGAO:UK.

### **2.0 Aims and Objectives**

- 2.1 To provide a forum on historic environment matters for members, their staff, and other interested bodies in Cymru. For these purposes archaeological matters shall be defined as including the study, record and conservation of all material evidence bearing upon the human past whether on land or beneath water.
- 2.2 To maintain and improve professional standards in relevant historic environment matters in Cymru within the Membership and elsewhere.
- 2.3 To conserve the historic environment resource in Cymru in the interest of the community and to further public education, understanding and enjoyment of this resource.
- 2.4 To act as a voice for local government archaeological officers and to represent the historic environment in Cymru and to promote these services within local government and externally.
- 2.5 To provide assistance and advice on relevant historic environment matters to the Welsh Local Government Association and other bodies at national, regional and local level.

### **3.0 Membership**

- 3.1 Membership of ALGAO:Cymru is conferred automatically on Members of ALGAO:UK, dependent only on the local authority being within Cymru. Membership of ALGAO: Cymru cannot occur without membership of ALGAO:UK.
- 3.2 A Member of the Association may nominate a deputy to attend any meeting and to exercise voting rights on their behalf, providing that the Chair/Vice Chair of the Association has been advised in writing of this arrangement in advance of the meeting.

### **4.0 Annual General Meetings (AGMs)**

- 4.1 There shall be an Annual General Meeting at which:
- (a) A summary of the previous year's business and proposed business for the current year shall be presented by the Officers.
  - (b) Reports on the work of the Committees will be received.
  - (c) Officers and Executive Committee Members shall be elected.
  - (d) Agenda items duly received by the Vice Chair shall be considered.

## **5.0 Meetings**

- 5.1 Notice in writing of the time and place of any business meeting of the Association together with an agenda of the business, shall be given to Members at least seven clear days before the day of the meeting except where the business of the meeting includes either [election of Officers, election to or removal from the Executive Committee or amendment of the Constitution of ALGAO:Cymru (subject to ratification by the Executive Committee of ALGAO:UK) when notice giving outline particulars of these matters shall be given to Members at least eight weeks before the date of the meeting.
- 5.2 Nominations for elections at the Annual General Meeting and agenda items, including any proposed amendments to the Constitution, shall be received in writing by the Chair/Vice Chair at least four weeks prior to the AGM.
- 5.3 The Chair/Vice Chair shall circulate details of agenda items submitted together with Officers' Reports and nominations for election two weeks prior to the AGM.
- 5.4 A minimum of four members shall form a quorum at all meetings of the Association.
- 5.5 Except as mentioned below, at meetings of the Association and of the Executive Committee every question on which a vote is required shall be determined by the majority of Members present, and in the event of an equality of votes, the Chair shall have a second, or casting vote.
- 5.6 Where, at a meeting of the Association the election of Officers or a Member to the Executive Committee or the amendment of the Constitution is before the meeting, account shall be taken not only of the votes of those members present but also of the votes of Members which have been lodged in writing in sealed envelopes with the Chair/Vice Chair before the commencement of the meeting.
- 5.7 There shall be at least one ALGAO:Cymru Business meeting held in each year. This meeting will normally coincide with the AGM. In addition, any committees created on behalf of ALGAO:Cymru will be in addition to these business meetings and should take place at least once annually.
- 5.8 All meeting types including AGMs, Business Meetings and Committee Meetings can take place physically, virtually or a combination of both.
- 5.9 Extraordinary meetings of the Association shall be called by the Chair/Vice Chair within eight weeks following an Executive Committee decision or the receipt of a written request, specifying the reason, signed by two Members.

## **6.0 Officers**

- 6.1 These will comprise a Chair and Vice Chair.
- 6.2 Officers will stand for re-election each year.
- 6.3 The Chair (or his or her nominee) is automatically a member of the Executive Committee of ALGAO:UK.

## **7.0 Executive Committee**

- 7.1 The Committee shall consist of the Chair and Vice Chair ex-officio together with no more than two ordinary Members of the Association. Executive Committee Members shall be elected annually at the AGM. Membership of the Executive Committee ex-officio shall not count for the purpose of this rule.
- 7.2 The Chair shall call Executive Committee meetings at his/her discretion. At all meetings of the Committee, four Members, one of whom shall be the Vice Chair or Chair of the Association, shall form a quorum.
- 7.3 The Chair may invite such other persons to attend an Executive Committee meeting as he/she considers appropriate, taking into account matters appearing on the agenda of that meeting.
- 7.4 The Executive Committee shall have power on behalf of the Association to do all such things as shall appear to be reasonable for the purpose of furthering the aims of the Association and the administration of its business providing that its actions are reported to the Association by regular circulation of its minutes, with the exception of the following, which shall be determined by the Association (Cymru):
- (a) Any proposed amendments to the Constitution of ALGAO:Cymru (subject to ratification by the Executive Committee of ALGAO:UK).
  - (b) Election to the Executive Committee of ALGAO:Cymru.
- 7.5 All convenors of Committees shall be eligible to attend, without voting rights, Executive Committee meetings and may be requested to submit reports as necessary.
- 7.6 The Executive Committee shall prepare a summary report of the Association's activities during the preceding financial year for presentation to ALGAO:UK, to be accompanied by the proposals submitted to the ALGAO:UK Forward Financial Plan. Such a report will be prepared and forwarded in sufficient time to be circulated with the papers for the Annual General Meeting of ALGAO:UK.

## **8.0 Election of Officers and Executive Committee**

- 8.1 Any member shall be eligible for nomination to fill a vacancy as an Officer or as an Executive Committee Member, providing that notice of such intent, is supported by two other members proposing and seconding the nomination. This can be received by the Chair/Vice Chair prior to/or during the Annual General Meeting at which the election is due to take place.
- 8.2 Where no nominations are made, the Executive Committee may co-opt Members to fill vacancies until the next AGM.

## **9.0 Committees**

- 9.1 The Executive Committee may, at its discretion, create or dissolve Committees. Committees may be created to provide the Executive Committee with assistance and advice relating to the aims and objectives of the Association and should have written terms of reference.
- 9.2 Membership of Committees shall, by invitation of the Executive Committee, be open to the staff of Members of the Association and any other persons with relevant expertise.

- 9.3 Regular reports should be prepared by Committees and circulated to the Membership as appropriate.

## **10.0 Termination of Membership**

- 10.1 A Member who ceases to be a Member of ALGAO:UK will cease to be a Member of ALGAO:Cymru.

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