

CONSTITUTION OF THE HINCKLEY FIELD WALKING GROUP (HFWG)

The name of the Group is the **Hinckley Field Walking Group**. (hereinafter referred to as the “**HFWG**” or “**Group**”)

OBJECTIVES :

- 1) To find and record archaeological evidence of occupation or activity in the Hinckley area.
- 2) To make an interpretation of the finds.
- 3) To offer the following to the landowner :
 - a) recovered artefacts*
 - b) a written record
 - c) interpretation of the artefacts
 - d) account of their historical significance

**If the artefacts are not required by the landowner (either in part or whole) they must be signed over to our trust by the landowner. The artefacts then to be donated to Leicestershire County Archaeological Department for recording and archiving.*

4) The HFWG to retain any of the artefacts which it requires for display, educational or photographic uses. These to be recorded on the information given to Leicestershire County Archaeological Department.

5) To offer our findings and interpretation to other groups – educational projects and open for public examination when required.

MEMBERSHIP :

Membership of the Hinckley Field Walking Group is open to all and no application for membership will be refused unreasonably. No person shall be denied membership on the grounds of race, sex, disability, religion or sexual orientation.

The current annual subscription rate be reviewed and agreed by the Committee each year and payable in February of each year.

Any member has the right to stand as an Officer of the HFWG.

OFFICERS :

Hinckley Field Walking Group will have the following Officers :-
Chairman Secretary Treasurer

Chairman :

Malcolm Lockett, 77, Forest Road, Hinckley, Leics LE10
1HA
e-mail: smlockett@ntlworld.com Tel. (01455) 446378

Secretary :

Shirley Hailstone, 42, Butt Lane, Hinckley, Leics LE10 1LD
e-mail: shirley.hailstone@lineone.net Tel. (01455) 636833

Treasurer :

Ron Pillans, 43, Windrush Drive, Hinckley, Leics. LE10 0WY
e-mail: Ron.Pillans@btopenworld.com Tel (01455) 616988

GROUP :

The Group shall comprise the 3 Officers as above and members.

The quorum necessary to transact business shall be at least 2 Officers present.

An Officer must attend any quorum held unless prior notice given that a nominee Officer has been appointed. A quorum of 5 members to allow such a meeting to pass new rules or amendments to existing rules.

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- MEETINGS :** Meetings of Hinckley Field Walking Group will normally take place on the first Monday of the month at the Holywell, London Road, Hinckley, Leics. at 8.15pm.
Any additional meetings as necessary to discuss relevant matters to its foundation, running and activities.
- The Group can appoint a member/s to look at other activities. These meetings and their findings to be open to all members.
- Minutes to be kept and read each meeting.
Records to be kept of membership.
Records to be kept of Group activities.
- Members can submit either in writing or as a special item, any item relating to Group procedures, rules or activities. These can be discussed and passed by either common consent or a vote by indication. The Chair at the meeting can give a casting vote or declare a deferral to vote to another meeting.
- AGM :** The Officers to be elected annually at an Annual General Meeting held in February. Each member shall have one vote.
- One month's notice of AGM must be given to all HFWG members.*
- Changes to the constitution, election of Officers and agreement to close the Hinckley Field Walking Group can only be made at the AGM or at a special meeting to which all members are invited. 30 days written notice must be given to all members before such a meeting.
- The quorum necessary to transact business shall be at least 2 Officers present.
- ACCOUNTS :** A bank account shall be opened and will be operated by the Treasurer. Any financial transaction requires the Treasurer's signature and one other Officer's signature.
- The Treasurer shall keep a record of all financial transactions of the HFWG and shall prepare Accounts each year made up to 31st December of the preceding year and presented to the Members at the AGM.
- ASSETS :** Any item purchased by the HFWG for Group activities remains the property of the Group.
- HEALTH & SAFETY :** Each member of the HFWG to be made aware of Health & Safety issues. These to be available at each AGM. Tetanus injections a must. Each member to be responsible on site for carrying out safe procedures.
- DISSOLUTION :** In the event of the Group winding up, following the satisfaction of any debts and liabilities any surplus monies shall not be distributed amongst members but shall be passed to charitable institution with similar objectives.

Signed : Secretary

March 2006