

Surrey Archaeological Society
Roman Studies Group
Constitution
(approved by members at a Special General Meeting on 7th October 2025)

1. The name of the Group (hereinafter referred to as ‘the Group’) is the Surrey Roman Studies Group or, if more convenient, the Roman Studies Group.
2. The Group is a specialist group of the Surrey Archaeological Society (hereinafter referred to as ‘the Society’).
3. The Group must comply with the Society’s Articles of Association, report to the Council and be subject to the Society’s annual Independent Examination.
4. The objects of the Group are to encourage and promote the study of the Roman period within the county of Surrey (historic and modern). These objects shall be pursued by:
 - a) Instituting, promoting and encouraging for the public benefit, the study of the Roman period in Surrey;
 - b) Bringing together all Society members interested in the Roman period in Surrey
 - c) Acting as a forum for the exchange of views;
 - d) Holding meetings, lectures, exhibitions and other activities;
 - e) Establishing a research framework for the Roman period in Surrey;
 - f) Investigating, excavating and recording sites and conducting related research;
 - g) Helping to preserve Roman sites in Surrey and Roman objects from Surrey
 - h) Publishing material in written, visual, oral or other forms;
 - i) Seeking the support of appropriate individuals or bodies;
 - j) Maintaining liaison with bodies having similar objects.
 - k) Encouraging members to undertake training and take part in regional and national organisations to improve their understanding of Roman Surrey
5. Membership of the Group shall be open to all individuals who are members of the Society.
6. The Officers of the Group shall be the Chair, Vice-Chair, Secretary and Treasurer. The Officers shall be elected at an Annual General Meeting of the Group to hold office for one year but shall be eligible for re-election.
7. The Committee shall consist of the Officers and up to seven other members, who shall be elected at an Annual General Meeting to serve for a period of three years. The Committee shall meet at least twice a year. A quorum shall consist of five members including at least two of the Officers. Meetings may be held in person or by electronic means.
8. Subscriptions, if required, shall be determined from time to time at Annual General Meetings of the Group and become due on 1st April. Any member who does not pay the due subscription by 30 September shall cease to be a member of the Group.
9. The Committee shall have complete discretion in considering any application for or removal from membership of the Group providing any person refused or removed shall, if they request, be given reasonable opportunity to attend a committee meeting and speak on their own behalf.
10. The Committee shall ensure the keeping of proper financial records and the preparation each year of statements of the Group's accounts for the financial year ending 31st March. Such

accounts shall be approved by the Committee before final submission to the Society's Treasurer. The approved accounts shall be presented to the members of the Group at the following Annual General Meeting.

11. An Annual General Meeting shall be held within nine months of the end of the financial year to elect Officers and members of the committee and to receive the reports of the Officers for the preceding year. At least twenty-one days' notice of the meeting shall be given to every member, either directly or via the Society's website or publications, together with any nominations already received for election as an Officer or member of the Committee and the text of any resolutions with the names of proposer and seconder.

12. The Chair shall chair all meetings. If the Chair is not present the meeting will be chaired by either the Vice-Chair, an Officer or an elected member of the Committee. At all General Meetings the Chair of the meeting shall have a second or casting vote in the event of an equality of votes.

13. A Special General Meeting may be summoned at any time (subject to at least twenty-one days' notice to members) by (a) the Chair, or (b) not less than half of the members of the Committee, or (c) not less than ten members of the Group.

14. A quorum for a General Meeting shall consist of not less than ten members including at least two Officers.

15. Every resolution shall be decided by a simple majority of votes.

16. This Constitution shall not be altered except with the consent of the Trustees and by a resolution decided by a majority of members present at an Annual or Special General Meeting of the Group.

17. The Trustees may dissolve the Group. Any money or other property held by the Group is the property of the Society and on the dissolution of the Group shall be dealt with as the Trustees of the Society may direct but taking account of any restrictions that may have been imposed by donors upon the use of such property.

22 January 2025