

BRITISH ASSOCIATION OF PAPER HISTORIANS

CONSTITUTION

1. Name

The Association shall be called the "British Association of Paper Historians".

2. Aims

- a. The aims of the British Association of Paper Historians shall be to encourage, promote and participate in research into all aspects of the economic, social and technical history of paper and the papermaking industry.
- b. These aims shall be pursued in such ways as:
 - i. Acting as a forum for all those interested in paper history;
 - ii. Holding meetings and lectures, organising visits and participating in exhibitions;
 - iii. Publishing a journal and a newsletter quarterly;
 - iv. Encouraging the preservation of paper mill sites and papermaking equipment;
 - v. Encouraging the preservation, security and accessibility of paper, documents and artefacts relating to the paper industry;
 - vi. Publishing relevant material in written, visual, oral, electronic or other forms;
 - vii. Seeking the support of appropriate individuals or bodies;
 - viii. Establishing liaisons with other bodies with related objectives.

3. Membership

- a. Membership of the Association shall consist of:
 - Ordinary members;
 - Corporate members;
 - Student members in full-time education;
 - Honorary members appointed occasionally by Committee recommendation.
- b. Membership is applied for in writing, and is open to all individuals and appropriate institutions. Members pay an annual subscription fee, have the right to receive a copy of each journal and newsletter, attend meetings and vote at General Meetings. Members may stand for election to the Committee of the Association. Corporate members are entitled to one vote at meetings and may nominate an individual or individuals to represent Corporate members on the Committee.
- c. The annual membership fee shall be determined from time to time by the Committee. The amount of the subscription fee shall be recommended by the Committee for endorsement at the Annual General Meeting. The fee is payable on joining and annually on 1st April thereafter. Those joining after 1st January will receive membership until 1st April in the ensuing year.
- d. Membership may be terminated by written notice of resignation being given to the Secretary.
- e. Any member whose subscription is in arrears by six (6) months shall cease to be a member.
- f. The Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Association for the individual or the institution to remain a member. In any such case, details of the reason for the expulsion shall be communicated to the member in writing. The member will be given four (4) weeks to appeal against expulsion and be given an opportunity to appear before the Committee to answer the complaint. A member shall not be expelled unless two-thirds of the Committee members present vote in favour of expulsion.

4. Organisation

- a. The affairs of the Association shall be managed by a Management Committee. The Committee shall consist of a Chairman, Secretary, Treasurer and no fewer than two (2) other members.
- b. The Committee shall have the power to co-opt a maximum of three (3) additional members.
- c. Committee meetings will be held when necessary. Minutes of each meeting shall be taken by the Secretary, or a nominated Committee member, and circulated to the full Committee.
- d. A quorum of the Committee shall be three (3) of its members, provided one (1) is an elected Officer of the Association.
- e. The Committee may invite any member to attend a committee meeting. Such attendees may advise the meeting but not vote.

5. Officers

- a. The Honorary Officers of the Association shall be a Chairman, Secretary and Treasurer. They must all be members or, in the case of Corporate members, nominated representatives.
- b. The Officers shall be elected by the members by vote at each Annual General Meeting.
- c. The Association shall have an Honorary President, nominated by the Committee, for endorsement, once only, by majority vote at an Annual General Meeting. This non-committee post shall have no pre-determined tenure.

6. Finance

- a. The Treasurer shall keep detailed records of the financial transactions of the Association, administer the Association's funds and present the accounts to the Annual General Meeting.
- b. All monies paid to the Association shall be received by the Treasurer and deposited in one (1) or more bank accounts in the name of the Association. Two (2) signatures, from any of the Treasurer, Chairman and Secretary, are required for all sums drawn from Association accounts.
- c. The funds of the Association shall be used in furtherance of the aims as stated above. Members shall be re-imbursed for expenses legitimately incurred on behalf of the Association and agreed to by the Treasurer, or in his absence, another officer.
- d. An Examiner shall scrutinise and, if appropriate, sign the accounts.
- e. Financial liability for debts of the Association shall be limited to £1 per member.
- f. The financial year of the Association shall run from 1st April to 31st March.
- g. The financial records of the Association may be inspected by any member on request.

7. Annual General Meeting

- a. The Annual General Meeting shall be held, at a place chosen by the Committee, preferably during the annual conference, not later than nine (9) months after the end of the financial year. Members shall be given not less than six (6) weeks' notice of the date of the meeting.
 - i. In exceptional circumstances, where a physical meeting cannot take place, the Committee may transact business using remote methods, to include (though not exclusively) communication with the membership by post and / or by using digital methods such as email or video conferencing services.
 - ii. A physical meeting should always be the preferred method by which an Annual General Meeting shall be held.

- b. The following business shall be transacted:
 - i. The Chairman's report;
 - ii. The Treasurer's report;
 - iii. The election of an Examiner;
 - iv. The election of Officers and other Committee members;
 - v. The consideration of any resolutions submitted to the Secretary.
- c. Nominations for election to the Committee and any resolutions for consideration at the Annual General Meeting must be submitted to the Secretary, in writing, not less than two (2) weeks before the announced date of the meeting. Nominations for election to the Committee must be accompanied by the names of the proposer and seconder, both of whom must be current members, and the signature of the nominee. If there are no prior nominations then nominations can be accepted at the Annual General Meeting.
- d. Matters shall be decided by a simple majority of all votes cast, except for proposals to amend the Constitution, when two-thirds of the votes cast shall be required, or to dissolve the Association, when three-quarters of the votes cast shall be required, to carry such proposals. In the event of a tied vote, the Chairman shall have a casting vote.
- e. A quorum for a General Meeting held in person or by video conferencing service shall be ten (10) members.
 - i. If a formal meeting is not held, and communication is instead performed by email and/or letter, which by default should encompass the whole of the membership, it shall be deemed that the criterion for a quorum has been met automatically
- f. Minutes shall be taken for distribution to all members.

8. Extraordinary General Meetings

- a. An Extraordinary General Meeting may be held at any time at the request of the Committee, or on a request, in writing, signed by not less than ten (10) members. Full details for the reason for the meeting and all resolutions to be raised must be submitted with the request.
- b. The Secretary shall notify members of the date and place of the meeting, with an agenda listing the resolutions received, at least twenty eight (28) days in advance of any such meeting. No other business may be transacted at an Extraordinary General Meeting.
- c. The Chairman, or a member nominated by the Committee in the event of his absence, shall hold the chair for the meeting. Each member present, or nominated representative in the case of a Corporate member, shall have one vote and resolutions will be passed by simple majority. Absentee members are entitled to submit votes by post and such votes should be submitted in advance to the Secretary.
- d. Minutes shall be taken for distribution to all members.

9. The Constitution

The Constitution of the Association may be altered by a resolution at a General Meeting, provided the resolution is carried by a two-thirds majority.

10. Dissolution

- a. A resolution to dissolve the Association may be considered at an Annual General Meeting or an Extraordinary General Meeting provided it has been notified to the Secretary at least twenty eight (28) days in advance. It shall require a majority vote of three-quarters of all members present to be passed.
- b. Should such a vote be passed, the committee shall organise a postal vote of all members. A majority vote of three-quarters of the total membership shall be required for it to be adopted.
- c. Any dissolution shall take effect from the closing date of the postal vote and the Committee shall be responsible for the winding-up, the discharge of all liabilities and the distribution of the proceeds from the disposal of any remaining assets equally among members.