

WAG SCREEN Constitution

1 INTERPRETATION

- (a) The word "**Group**" shall mean **WAG Screen**.
- (b) The word "**Committee**" shall mean the **Group Committee**.
- (c) The word "**Member**" shall mean a member of the **Group**.
- (d) The word "**film**" shall include digital video for public showing, distribution on DVD or other storage media, and via the web.

2 NAME

The name of the organisation shall be "**WAG Screen**"

3 MEMBERSHIP

Membership of the Group shall be open to any person with an interest in the dissemination and interpretation of pre-history, history and heritage through the application of media (web site development, photography and film). Full membership shall be gained by payment of the appropriate annual subscription. The subscriptions to the Group shall be determined by the Members at a General Meeting.

4 AIMS AND OBJECTIVES

The aims and objects of the Group shall be:

- a) To increase access to Lincolnshire's history and archaeology through our web sites, photography and films.
- b) To promote the heritage of Lincolnshire, for example through a film of the Luttrell Psalter, to a wider audience especially children.
- c) To record the activities (including archaeological research and experimental archaeology) of **Washingborough Archaeology Group (WAG)** through film and photography.
- d) To continue to develop the web sites of **WAG, WAG Screen** and **WAG Schools** and to make available photographs and short films (where possible) on the web sites.
- e) To make available filmed footage and photographs for Lincolnshire conferences, museums and schools where appropriate.
- f) To provide Members with information regarding methods, equipment and other matters relevant media production where possible.

g) To create opportunities for people and organizations, in Lincolnshire and the East Midlands, to increase their skills and creativity, and to encourage talent and raise standards.

h) To promote contacts with other bodies engaged in heritage work, and ancillary social and other events for the benefit of the Members.

5 HOW WE PLAN TO ACHIEVE THESE OBJECTIVES

- By utilising the pool of talent that exists within the membership of **WAG Screen** (including experienced graduate film-makers, photographers, web designers, artists, a period costumier and Heritage Studies graduate, a period food expert, amateur and undergraduate archaeologists, an education consultant and a copyright consultant).
- By using our time freely, but also by raising funds for the bigger (also non-profit making) projects.
- By employing the pool of talent that exists in Lincolnshire and the wider East Midlands (for example Media Production graduates, actors, period musicians, potters, flint knappers and carpenters).
- By using (as far as possible) Lincolnshire and East Midlands locations, buildings, flora, fauna and landscapes.
- By sharing the WAG Screen skills and creating opportunities for local people and organisations to learn and develop related skills, or to enable others to share their skills with us (performance arts for example).
- By drawing on the pool of expert support available from, for example, The Heritage Trust for Lincolnshire, The Collection, EM Media and local Archaeologists and historians.

6 MANAGEMENT OF THE GROUP

The Group's day-to-day affairs shall be managed by the Group Committee. The Committee shall consist of a Chairman, a Secretary, a Treasurer, and such other officers as may be considered desirable by majority vote at a General Meeting of the group. The Committee shall meet as and when decided upon at a previous meeting. At its first meeting following the Annual General Meeting, the Committee shall appoint the authorised signatories for dealings on the Group's Bank Account. All books, records, correspondence, etc., belonging to the Group may be inspected by any member of the Committee at any time convenient to the Committee member responsible for their custody, or at the direction of the Committee. On relinquishing office, such records, etc. shall be returned to the Committee in good order.

Each member of the Committee shall be elected by majority vote at each

Annual General Meeting of the Group, and the term of office will thus be from one Annual General Meeting to the next. Nominations for members of the Committee, with proposer and seconder, may be made verbally at the Annual General Meeting. Only paid-up members who have attained the age of 18 shall be eligible for membership of the Group Committee. Any vacancy occurring on the Committee between Annual Meetings may be filled by the Committee until the next Annual General Meeting. An Auditor, being neither a member of, nor related to members of, the Group, shall be appointed at the Annual General Meeting.

Officers shall remain in office until the end of the meeting at which their successors are elected.

7 MEETINGS.

(i) ANNUAL GENERAL MEETING.

The Annual General Meeting ("AGM") of the Group shall normally be held in April, but in any event not later than the *31st October*, at a place decided by the Committee. The Agenda shall include the Annual Report, audited Statement of Account in respect of all the Group's finances for the past financial year, Notices of Motion, election of Officers and Committee Members, appointment of Auditors, and any other relevant business. The date of the AGM shall be notified to the members of the Group at least 14 days in advance.

(ii) OTHER GENERAL MEETINGS OF THE GROUP.

In addition to the Annual General Meeting of the Group, other General Meetings may be appointed by the Committee and notified to members of the Group, or at the request of at least two members of the Group notified to all members of the group at least 14 days in advance of the meeting.

(iii) VOTING.

Each member over the age of 18 attending a General Meeting shall have one vote, which must be given in person. The Chairman shall have a deliberative vote and a casting vote.

(iv) NOTICES OF MOTION.

Notices of Motion for inclusion in the Agenda of the AGM shall be in the hands of the Secretary by a date specified by the Committee which shall not be later than 42 days prior to the AGM. A preliminary notice of the AGM shall be sent to all members by e-mail to the last notified e-mail address or, for those members not having an e-mail facility, by post to the last notified mail address, in sufficient time to allow Notices of Motion to be submitted by the date specified. Notices of Motion may be amended by a resolution proposed from the floor of the meeting.

(v) CHAIRMAN OF MEETINGS

The Chairman shall preside at all meetings. Should the Chairman be absent, the members present shall elect a Chairman from their number.

(vi) QUORUMS

The quorums at meetings shall be as follows:

(a) **GENERAL MEETINGS OF THE GROUP** - 6 members.

(b) **COMMITTEE MEETINGS** - 3 members of the Committee.

8 FINANCE

(a) All monies and property appertaining to the Group from whatever source and in whosever's hands shall be accounted for by the Treasurer of the Group, who shall keep proper books of account and administer the financial affairs of the Group in accordance with the decisions of the Committee.

(b) The Financial Year of the Group shall end on the last day of March prior to the Annual Meeting, and at any time decided by the Committee the Accounts and Financial Records shall be audited.

(c) The Audited Statements of the Group's accounts shall be presented at the Annual General Meeting.

(d) The Treasurer of the Group may use any one bank, and the accounts must be in the name of the Group and not that of any individual. All cheques shall require two signatures.

(e) The Treasurer shall present an up-to-date statement at every ordinary Committee Meeting, containing details of all income received and expenditure incurred since the previous meeting.

9 RIGHT OF APPEAL

Any Member shall have the right of appeal from a decision of the Group Committee to the Group Annual General Meeting.

10 FUNDS AND PROPERTY

In the event of the Group ceasing to exist, any funds and property shall be disposed of as soon as it is reasonably possible to a group of similar interests as suggested in consultation with the North Kesteven Heritage Officer, and confirmed by majority vote at a General Meeting of members.

11 ALTERATIONS TO CONSTITUTION

This Constitution may only be amended by a General Meeting of the Group.

12 NOTIFICATIONS

All notifications to members shall be deemed properly made if made by e-mail to the last notified e-mail address or, for those members not having an e-mail facility, by post to the last notified mail address.