



**Community  
Landscape  
Archaeology  
Survey  
Project**

Find us online at:-  
[www.claspweb.org.uk](http://www.claspweb.org.uk)  
<https://www.facebook.com/groups/CLASPWEB/>

---

**Agenda Paper A  
CLASP Trustees  
12<sup>th</sup> October 2020**

### **Amendments to CLASP Trustees' Rules**

The Trustees originally agreed and adopted these Rules in July 2019. Consequent to the Trustees agreeing and adopting The Safeguarding Policy document on the 18<sup>th</sup> November 2019 an amendment is now required to these Rules to reflect the change in policy to allow membership for young persons. This amendment is reflected in the revised Rule 5.1. Further amendments are required to enable a duplication in the Constitution to be dealt with.

The Rules are further amended at Rule 5.4 to include a Right of Appeal to the Trustees against refusal of an application for membership. This reflects and improves on the current procedure in para 7(2) (b) & (c) in the Constitution.

Rules 5.5 and 5.6 deal with transferability of membership and a membership list respectively. The revised Rule 5 is shown in red for convenience in this paper.

As a consequence to the above an amendment is now required to the CLASP Constitution, this must be adopted at the 2020 AGM but should also be agreed by the Trustees. This amendment is detailed in Agenda Paper B to the Agenda.

D.F Hayward  
Chair of Trustees  
October 2020



**Community  
Landscape  
Archaeology  
Survey  
Project**

Find us online at:-  
[www.claspweb.org.uk](http://www.claspweb.org.uk)  
<https://www.facebook.com/groups/CLASPWEB/>

---

## CLASP Trustees Rules

1. These Rules are made under the authority granted in Para 29(1) of the CLASP Constitution, as adopted at the CLASP AGM October 2016.
2. Nothing in these Rules shall supplant the primacy of the Constitution.
3. Financial Management
  - 3.1 Annual Accounts Oversight

Prior to adoption the Annual Accounts will be inspected by an appropriate person, not a Trustee, prior to their submission to the Annual General Meeting. This person shall report his/ her findings to the Trustees and accordingly the General Meeting.
  - 3.2 Electronic (Online or Internet) Banking
    - 3.2.1 Management of Accounts

This Rule authorises the CLASP Treasurer to manage any CLASP bank account by way of electronic means. Any statement of account obtained by these means shall be deemed to be a proper copy of a statement for official purposes.
    - 3.2.1 BACs and other Electronic Payments

This Rule authorises any transaction, either a payment or deposit, to be created by way of the BACs electronic payment scheme or any other similar electronic system. Under this Rule the Trustees may also establish Direct Debits for repetitive payments. Neither an electronic payment, including the creation of a Direct Debit authority, shall be made without the minuted authorisation of a majority decision at a Trustees Meeting. If an urgent payment, including creation of a Direct Debit, is required between formal Trustees meetings then the Trustee seeking payment, through the Secretary of Trustees, can request agreement (or not) from each Trustee by electronic means as authorised by way of Paragraph 28(1) (b) of the Constitution, any electronic request for authority shall include a final date for submission of responses, any reply not received by this date shall be taken as a non-agreement. A simple majority of agreements to the request shall be taken as an authorisation for payment. Full details of an electronic approval (or non-approval) for payment shall be recorded in the Minutes of the following Trustees Meeting. Trustees are reminded that if they have serious concerns regarding an urgent payment they may call a Special Meeting of the Trustees as per paragraph 20(2) of the Constitution referred to in Rule 1 of these Rules.
  - 3.3 Float

The Treasurer may keep a cash float of up to £50 (Fifty) to cover small incidental payments, all other cash receipts and cheques will be paid into the appropriate account expeditiously.
4. Delegation

Under Paragraph 21(5) of the Constitution referred to in Rule 1 of these Rules, the Trustees delegate powers to oversee and organise the day to day running of the Charity to an Organising Committee providing at least two Trustees are formally included in its membership. All other Trustees have a right to attend Organising Committee meetings in a

non-voting capacity. The Organising Committee shall report its business to the Trustees by way of its Minutes.

## 5. Membership

Membership will be administered by the Organising Committee subject to the following rules. There will be three classes of membership as defined in this Rule.

### 5.1 Individual Membership

Any individual who wishes to join CLASP shall be at least sixteen years of age. Members will be expected to make an annual donation of at least ten pounds, although for young persons under the age of eighteen the donation will be 50% of the full adult rate. Membership will lapse if this donation is not made by three months after the date of the Annual General Meeting. An Individual member will have the right to a single vote at any General Meeting, they will also have full access to all CLASP activities. The administration of young persons will be governed by the CLASP Safeguarding Policy.

### 5.2 Society Membership

The Organising Committee may admit any relevant constituted club or society as a society member to CLASP. A joining society will be expected to make an initial donation to CLASP at a discretionary level according to its means, it is hoped it will make subsequent discretionary donations. A member society will be entitled to have a single nominated representative at the Organising Committee who will be entitled to a single vote at that Committee and also a single vote at any General Meeting. If the nominated representative is an Individual Member then he will be entitled to a second vote at any meeting as an Individual Member.

### 5.3 Associate Membership

All members of Society Members are entitled to become non-voting Associate Members. Whilst this membership entitles them to participate in all CLASP activities they are encouraged to become Individual Members if they regularly participate in field activities.

### 5.4 Appeal against Refusal of Membership

If the Organising Committee refuse an application for membership then they shall notify that applicant, in writing, within seven days of that refusal that their application has been declined, including the reasons for the refusal. The written notice shall include the fact that the applicant may Appeal against the refusal within twenty-one days of the date of the letter of notification. This Appeal, that must be in writing, will be to the Trustees who shall make a decision within twenty-one days of receipt.

### 5.5 Transferability

Membership is not transferable.

### 5.6 List of Membership

The Membership Secretary shall maintain a list of all members, this shall be governed by relative Data Protection Legislation.

## 6. Conduct of Members to Each Other and to Others

### 6.1 Conduct

All members, either as individuals or when acting collectively in Committees, Sub-Committees or Working Groups shall treat all fellow members of CLASP equally and with respect. Discrimination on the basis of gender, sexual orientation, race, religion, disability or age will not be tolerated. Equally members are expected to treat others that they come into contact with externally during their CLASP activities in a similar manner.

### 6.2 Redress

Any member who considers they have been treated improperly shall in the first

instance refer the matter to the Individual Members Representative. If the problem cannot be resolved at this level then it will be referred to the Secretary of the Organising Committee, who in conjunction with the Chair of that Committee will instigate an appropriate means for redress. In the case that the conflict is with the Organising Committee itself or the member is dissatisfied with the outcome of any action taken by the Organising Committee then he may refer the matter to the Secretary of Trustees who, in conjunction with the Chair of Trustees will convene a formal Appeal to be heard by the Chair of Trustees and two other Trustees, the outcome of this will be final. Nothing in this Rule must be seen as precluding an individuals right to redress under national law.

**7. The Field Centre**

CLASP will maintain a Field Centre at New Creation Farm, Furnace Lane, Nether Heyford. Whilst the financial and legal arrangements will be overseen by the Trustees, arrangements for day to day running and management will be delegated to the Organising Committee. This Centre will be available for all members to utilise for appropriate activity under the control of the Centre Administrator.

**8. Administration of these Rules**

These Rules were agreed and adopted at the Meeting of CLASP Trustees on 12<sup>th</sup> October 2020. Attention to their existence will be by way of an email to all members, a note on the front page of the CLASP website and their full inclusion within the Members Section of the website. It must be noted that any voting member can request a discussion regarding them in any General Meeting, which may, if it deems appropriate, add to, amend or repeal any Rule or part thereof.

Adopted: 12<sup>th</sup> October 2020

Signed:

*Dave Hayward*

Chair of Trustees

Dated: 05/10/20



**C**ommunity  
**L**andscape  
**A**rchaeology  
**S**urvey  
**P**roject

Find us online at:-  
[www.claspweb.org.uk](http://www.claspweb.org.uk)  
<https://www.facebook.com/groups/CLASPWEB/>

---

**Agenda Paper B**  
**CLASP Trustees**  
**12<sup>th</sup> October 2020**

**Amendment to CLASP Constitution**  
**Deletion of Paragraph 7**

**Recommendation**

Consequent to the making of Rules under the power of paragraph 29(1) of this Constitution and the specific power in paragraph 29(2)(a) that matters relating to membership of the Charity can be dealt with in those Rules then it is recommended to the Meeting that, to prevent duplication, Paragraph 7 of this Constitution be deleted in its entirety.

October 2020