



Community
Landscape
Archaeology
Survey
Project

Find us online at:-
www.claspweb.org.uk
<https://www.facebook.com/groups/CLASPWEB/>

Agenda Paper
CLASP Trustees
16th July 2019

CLASP Trustees Rules

The Trustees are authorised by way of the Constitution to make Rules for the running of the Charity. It has been remiss that these have never been formulated and agreed. It is now time to agree and instigate a set of Rules that bring together formally various past practice that has been agreed in meetings over many years. There are also other matters, some new, that should be prescribed in these Rules

To move this forward I have drafted a set of Rules for consideration and hopefully approval at his meeting. These are attached to this Paper.

D.F Hayward
Chair of Trustees



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(!) (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 Trustees other 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 eighteen years of age and will be expected to make an annual donation of at least ten pounds, 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.

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 General 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.

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 individual's 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 20th July 2019. 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: 20th July 2019

Signed:

Dave Hayward

Chair of Trustees

Dated: 11/09/2019