

# The Constitution of the Caradon Amateur Geology Group

## Name

- The name of the group shall be - **Caradon Amateur Geology Group** (referred to as the Group)

## Purpose

- To promote and encourage an interest in any and all aspects of geology.
- To increase the understanding of geology of all group members and the wider public, where appropriate, through talks, meetings and field trips.
- To support all group members in their individual interest and learning of geology.

## Membership

- Membership shall be open to all without prejudice. All members shall have one vote on any group decision.
- Guest membership will be offered to all without prejudice for up to 3 meetings and/or field trips (for which a guest member charge may be applicable) after which they will be asked to become full members. Guest members shall not have a vote on group matters.

## Committee Members (also called Officers)

- The three primary committee members may not be qualified geologists to ensure the long-term Amateur status of the group. These three Officers shall be:

Chairperson

Secretary

Treasurer

These officers shall assume the usual roles dictated by the position.

- Additional committee positions shall be decided at an AGM (Annual General Meeting) and created or removed by majority vote of all members to suit the needs of the group. The actual officers themselves shall be elected at an AGM or EGM. Initially there shall be six additional committee members with the following duties:

Education and Training Officer

Helping with education and training on both a group and an individual basis.

Meeting and Field Trip Officer

To organise talks and trips for the group members.

#### Membership Secretary

Collecting member subscriptions, keeping members informed of events and encouraging more people to join.

#### Public Relations and Fund raising Officer

Promoting club activities outside the group and finding additional income through grants and events.

#### Equipment Officer

To maintain group equipment and manage the loan of equipment and books to members

#### Information Officer

To maintain a record of all group activities such as recording talks, storing field data and cataloguing lecture notes.

### **AGM's EGM's and Committee Meetings**

- AGM's (Annual General Meetings) shall occur on a yearly basis and will be open to all members. At an AGM all committee members shall resign and new officers or existing officers shall be elected by all the group members by majority vote. The constitution can be changed by majority group member vote.
- EGM's (Emergency General Meetings) can be called by a majority committee or majority group member vote at any time. An EGM can be used to vote on a major change in the operation or activities of the group or to elect any or all committee members.
- Minor decisions can be made by the committee at regular committee meetings. At least 5 committee members must be attend the committee meeting to form a Quorum able to make decisions. Minor decisions are regarded as any decision that does not affect the operation of the group, the enjoyment of the members or change the image of the group as a whole.
- Every effort must be made to contact all members about an AGM or EGM with at least 2 weeks notice and they must occur at the same time, day of the week and location as a normal meeting.
- The first AGM shall be held 6 months after the formation of the committee and on an annual basis there after.

### **Equality and Fairness**

- It is the responsibility of the committee and all group members to ensure that every member is treated fairly and with equal opportunities to be involved in group activities without prejudice.

### **Other Details**

- All other details regarding the dissolution of the group, sub committees or other aspects shall be considered by the elected committee and discussed at the first AGM.