

South Gloucestershire Museums Group

CONSTITUTION

1. Name

The name of the organisation shall be South Gloucestershire Museums Group (hereinafter called "the Group").

2. Aims

The aims of the Group shall be to promote inspiration, learning and enjoyment through the exploration of collections.

[**A collection** is an organised assemblage of selected material evidence of human activity or the natural environment, accompanied by associated information. As well as objects, scientific specimens or works of art held within a museum building, a collection may include buildings or sites, documents, photographs, audio or video recordings and digital data]

3. Objects

The objects of the Group shall be to:

- a. Build partnerships with and between local councils, independent heritage organisations and others to establish a framework of community museums and heritage centres
- b. Support the work of community museums and heritage centres as a sustainable focus for local heritage activity
- c. Promote excellence of service within voluntary and independent museums and heritage centres; the Group recognises the Resource (Council for Museums, Archives & Libraries) registration scheme
- d. Support and assist museums and heritage centres to interpret key heritage themes in South Gloucestershire
- e. Develop programmes and activities that encourage the involvement of all sections of the community
- f. Develop collaborative projects with others, including research and surveys
- g. Represent and promote the aims of the Group within South Gloucestershire Council, South Gloucestershire Heritage Forum and other organisations as appropriate
- h. Support inspiration, learning and enjoyment through joint working and collaborative projects, including:
 - Lifelong learning and education
 - Publications, exhibitions and outreach projects
 - Documentation and collection management
 - Co-ordinating collection policies
 - Business planning, management and co-ordination

- Market research and promotion
 - Sponsorship and funding appeals
- j. Undertake other activities which may further the aim of the Group and are compatible with the Museum Association (MA) 'Codes of Ethics'.

4. Membership

Membership shall be open to organisations or institutions based within the unitary authority of South Gloucestershire that enable people to explore collections for inspiration, learning or enjoyment; and that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society and whose collecting area is wholly or partly within South Gloucestershire

[**Safeguarding** includes undertaking conservation, security and collections management]

[**Making accessible** includes undertaking interpretation; education, exhibition, outreach, documentation, research and publication, within or outside the organisations own buildings]

Full Members must adopt and abide by the MA 'Codes of Ethics' and the British Association of Friends of Museums (BAFM) 'Heritage Volunteer Charter'.

The Group must approve membership and may terminate or suspend the membership of any organisation not complying with the above conditions or whose conduct is prejudicial to the Group or its objects. Such decision shall be subject to a two-thirds majority decision of those entitled to vote and due notice having been given. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

The Group may admit into Associate Membership organisations that support the aims and objectives of the Group but do not meet the criteria for Full Membership. Associate Members may transfer to Full Membership on reaching the above criteria.

5. Subscriptions

Organisations shall become members of the Group upon payment of a one-off joining fee, subject to (4) above.

6. Meetings

- a. The Group shall meet at least five times in a calendar year, normally once every two months.
- b. Each member organisation shall nominate a representative (or deputy), but any number may attend meetings.
- c. Non-members may attend meetings as observers upon the invitation of the Group or its Officers.
- d. The Annual Meeting shall be held in November each year, business to be conducted shall include the election of Officers and representatives to other bodies, reports of Officers and presentation of statement of accounts, to determine the subscription fee.

- e. The quorum for all meetings shall be half of the organisations in membership or four; whichever is the higher number.
- f. The Secretary shall ensure that members have at least 21 clear days notice in writing of meetings of the Group and shall keep an adequate record of all meetings.

7. Officers

The Group shall appoint a Chairperson, Vice-Chairperson and Treasurer at its Annual Meeting. The Head of Museums and Heritage Service, South Gloucestershire Council, shall act as Secretary.

Apart from the Secretary, & Treasurer no Officer shall hold post for more than three consecutive years.

8. Voting

Each Full Member organisation shall have one vote only. The Chairperson shall not have a second or casting vote. No decision requiring a vote shall be taken that does not achieve a two-thirds majority.

9. Finance

- a. The Group shall open an account in the name of 'South Gloucestershire Museums Group' at a bank of its choice.
- b. Signatories to the account shall be the Chairperson, Vice-Chairperson and Treasurer. Cheques, etc shall require the signature of any two of these three.
- c. An independent scrutiniser shall be appointed at the Annual Meeting.
- d. The Treasurer shall keep proper books of accounts and shall be responsible for advising and reporting to the Group on all financial matters affecting its activities.
- e. The Treasurer shall present a financial report to each meeting of the Group and a Statement of Accounts to the Annual Meeting.

10. Amendments to the Constitution

This Constitution may be amended by a resolution passed by two thirds of the members present at any meeting of the Group provided proper notice of the meeting and of the terms of the resolution shall have been given to members.

11. Dissolution

The Group may be dissolved by a resolution passed by two thirds of the members present at a meeting called for the purpose. In the case of dissolution any assets shall be handed to some appropriate museum(s) or heritage organisation(s), subject to the approval of South Gloucestershire Council.