

# **FAME Ltd Rules (June 2017)**

## **NAME**

The Company shall be called the Federation of Archaeological Managers and Employers Limited (FAME).

## **COMPANY MISSION STATEMENT**

FAME exists to represent the views of employers and managers of archaeological organizations with the primary objective of carrying out commercially-funded and/or grant-aided archaeology.

## **COMPANY VISION**

FAME represents a special interest group that should have a powerful, influential and distinctive voice. FAME members employ most people in the profession, and members both implement policy and are instrumental in its development through practice. On a day-to-day basis FAME members play an essential role in the protection, enhancement and increase in understanding of the historic environment. As the representative of commercially-funded operators, FAME aspires to a more proactive role to influence change within the management of the historic environment, through appropriate consultation and collaboration with other sectors of the heritage profession and with other organisations within the construction and development sector.

## **OBJECTIVES TO ACHIEVE THE MISSION STATEMENT**

The aims of the Company shall be:

- a. To represent the interests of archaeological managers and employers within the profession and beyond;
- b. To provide advice, support and information to its members;
- c. To promote safe and healthy working practices within the profession;
- d. To promote best professional practice in business, employment, and in fieldwork and publications, and archiving;
- e. To promote learning and professional development to improve standards within the profession; and
- f. To operate in a manner transparent and accountable to its members.

Within this context FAME will seek to:

- Foster, advise upon and promote archaeological policy
- Develop standards of best practice
- Ensure effective management of the archaeological resource.

## **POWERS**

To further these aims the Management Board shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Company.
- (b) Associate with national and local authorities, charities and voluntary organizations, and other companies in a common effort to carry out the aims of the Company.
- (c) Do all such lawful things as will further the aims of the Company.

## **MEMBERSHIP**

Membership of the Company shall be open to the Manager or nominee of the Manager of those organizations of good standing which meet the definition set out in the following paragraph and subscribe to the Objectives of this Constitution. Further individuals, nominated by the Manager may be identified to receive FAME communications and access other benefits of membership as agreed by the Management Board, although only the Manager, or their nominee or proxy, can vote at meetings.

Membership of the Company shall be conferred upon all such eligible organizations who have indicated in writing their desire to join, subject to approval by the Board. Eligibility is defined by the following criteria: organizations that are a business with two or more registered employees, legally constituted and registered with the appropriate national tax authorities, with written contracts for staff, pension arrangements, health and safety policies and procedures, and issues pay advice slips at regular intervals.

Membership applications will be delegated for consideration to the Vice Chair whose decisions will be ratified by the Board and reported to the Annual General Meeting of the Company.

Organisations who are no longer eligible on the above criteria will be removed from membership. Initial consideration of removal will be delegated to the Vice Chair whose decisions will be ratified by the Board and reported to the Annual General Meeting of the Company.

The Board may offer "Affiliated Membership" to those individuals who do not fully meet membership criteria, subject to ratification at the next Annual General Meeting. Affiliated Members receive Company papers, but are not entitled to vote.

## **MANAGEMENT BOARD**

There shall be a Management Board with a minimum of eight members and a maximum of twelve members, including a Chair, Vice-Chair, Secretary and Treasurer, elected by the Annual General Meeting. At the end of each year, one third of the members of the Board (up to four) shall retire in rotation and will be eligible for re-election for the ensuing year. The Board shall have the power to co-opt to fill casual vacancies in its membership.

## **GENERAL MEETINGS**

The Company shall meet at least once annually, and the Board shall meet at least once annually in addition. An Extraordinary meeting of the Company shall be called on receipt by the Secretary of a written request, specifying the reason, signed by at least ten members.

There will be an Annual General Meeting, at which;

- a. Election to the Board shall take place. Written nominations for Board posts, duly seconded and with written consent of the nominee must be received by the Secretary not less than 14 days before the date of the Annual General Meeting.
- b. A summary of the previous year's business shall be presented.
- c. A financial statement shall be submitted.

Ten percent of the current membership shall form a quorum at any meeting of the Company, and at any Board meeting four members including an officer shall form a quorum.

The Board shall as appropriate invite observers from others relevant bodies.

The Board shall have power on behalf of the Company to do all such things as shall appear to them reasonable for the purpose of furthering the aims of the Company and the administration of its business, provided that its actions shall always be reported to the Company by the prompt circulation of its minutes.

The following matters, however, shall be determined by the Company:

- a. Any amendment to the Rules.
- b. Election to, or removal from, the Board, except for co-option of casual vacancies.

Except as mentioned below, at meetings of the Company and of the Board, every question shall be determined by the majority of persons present voting, and in the event of an equality of votes, the Chair shall have a second, or casting vote.

Where, at the meeting of the Company the election of a member to the Board or the amendment of the Rules is before the meeting, account shall be taken not only of the votes of those members present, but also of the votes of the members who shall have lodged them in writing in sealed envelopes with the Secretary before the commencement of the meeting.

Notice in writing of the time and place of any meeting of the Company together with an agenda of the business shall be given to members at least seven clear days before the day of the meeting except that where the business of the meeting includes either the election to or the removal from the committee or the amendment of the constitution, notice, which shall contain full particulars of these matters, shall be given to members at least four weeks before the date of the meeting.

Members of the Company shall be asked to pay appropriate annual subscription fees due on 1st April each year, related to the running costs of the Company and agreed annually by the board and reported to the Company at the Annual General Meeting. The Treasurer shall, at the discretion of the Board, be empowered to invest any monies not needed for immediate purposes.

## **ACCOUNTS**

- (a) The funds of the Company including all donations, contributions and bequests, shall be paid into an account operated by the Management Board. All cheques drawn on the account must be signed by at least two members of the Management Board.
- (b) The funds belonging to the Company shall be applied only to further its aims.
- (c) A current record of all income, funding and expenditure will be kept.

## **DISSOLUTION**

The Company, may be dissolved by a resolution passed by a simple majority vote of a postal ballot of the membership instigated at an Ordinary or Extraordinary meeting of the Company. In the event of a dissolution any assets remaining after the settling of all liabilities shall be donated at the discretion of the Board to any organization at the time concerned with the general development of British field archaeology.

Signed..... Chair ..... Date

Signed..... Secretary ..... Date

Signed.....Treasurer ..... Date