TAYSIDE AND FIFE
ARCHAEOLOGICAL COMMITTEE

Constitution

1. TITLE The Committee will be known as the Tayside and Fife Archaeological Committee, hereinafter referred to as 'the Committee'. The preferred acronym is 'TAFAC'

2. OBJECTIVES The principal objective of the Committee is to promote archaeology through education in the Council areas of Angus, City of Dundee, Fife, and Perth and Kinross. This will be achieved through the Committee's own initiatives and by liaison with individuals and groups, both local and national. TAFAC is registered in Scotland as a charity (SC002450).

3. MEMBERSHIP There are two classes of membership:
(a) Committee Members. Membership of the Committee is open to anyone who has a legitimate and competent interest in the archaeology of the area. Suggestions for membership may be put before the Committee by anyone, but formal proposals can only be made by members of the Committee and ratified at an AGM. Membership applications may only be considered by the Committee at a quorate meeting (see 4b below); subsequent accession to membership can only be confirmed at the next AGM if the majority of Committee members present agree with the proposal. The Committee has the discretion to allow an applicant to sit in on business meetings as an observer prior to their actual election.
(b) Honorary Members. The Committee has the privilege of acknowledging past service by bestowing honorary membership to former Committee members. The acceptance of an honorary membership does not preclude someone from rejoining the Committee in line with the procedures detailed in 3(a) above.
For the benefit of non-members who are interested in its activities, the Committee will maintain mailing lists of individuals and organisations who wish to receive copies of the Newsletter, announcements and minutes of meetings, and notice of the annual conference.

4. THE COMMITTEE
(a) Office Bearers
The Office-Bearers will comprise a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and a Journal Editor. Assistant Secretary(ies) and Assistant Treasurer(s), who must also be members of the Committee, may also be appointed. Office-Bearers are initially elected for a period of two years at an AGM, but they may continue in office on an annually elected basis if the Committee so desires. Office-bearers shall function as agents for the whole body of members and provided they act in such a capacity, they shall not incur personal liability to any outside creditors or third parties.
(b) Quorum
Five of the Committee will constitute a *quorum*.

5. POWERS The Committee has the power to raise income through the sale of its publications and the charging of fees to authors; through ticket sales for conferences or other events; and by accepting sponsorship and donations, including via Gift Aid. Other ways of generating income may be employed at the discretion of the Committee.

6. BUSINESS MEETINGS
(a) Frequency
There will be a minimum of three business meetings throughout the year, held at venues agreed at the AGM.
(b) Minutes

Minutes of meetings will be taken by the Secretary (or delegate) and circulated to the members of the Committee not more than six weeks after the meeting and not less than two weeks before the next meeting. The minutes will be circulated to Corresponding Members not less than one week before the next meeting.

(c) Agenda

Each meeting will follow an agenda, which will be circulated to the Committee not less than one week before the meeting. Committee members can include items for discussion at any time before the agenda is circulated and there is always the option of raising matters under AOCB at the meeting.

(d) Reports

Whenever possible, Committee Members will provide written or electronic copy to the minute-taker of any details that will assist the minute-taker in recording an accurate account of the meeting.

7. ANNUAL GENERAL MEETINGS

(a) Frequency

An AGM will be held in February each year, at a venue decided at the previous AGM.

(b) Minutes

Minutes of the AGM will be taken by the Secretary (or delegate) and circulated to the next AGM not less than two weeks before that meeting.

(c) Agenda

Each AGM will follow an agenda, which will be circulated to the Committee not less than one week before the AGM. Committee members can include items for discussion at any time before the agenda is circulated and there is always the option of raising matters under AOCB at the meeting.

(d) Reports

The Chairperson, Secretary, Treasurer and Journal Editor will each produce a report for the AGM. The Treasurer will also include a financial summary in the form of a balance sheet. The Journal Editor will produce a report for the AGM, which summarises the past year's work, and previews the next year.

8. EXTRAORDINARY GENERAL MEETINGS An EGM may be called at any time by the four main office-bearers (Chairperson, Secretary, Treasurer and Journal Editor), at not less than two weeks' notice.

9. SUB-COMMITTEES

(a) Sub-committees will normally comprise main Committee members but non-Committee members may be co-opted without referral to the main Committee. Meetings will be chaired by a member of the main Committee who will be responsible for reporting the business of the sub-committee directly to the main Committee via an ordinary business meeting and provide a written report for the AGM. The composition of the sub-committee, including the chair, will be reviewed annually at the AGM.

(b) Sub-committees need not be quorate to undertake their business.

(c) It is up to the sub-committee membership to decide where, when and how often they will meet.

10. CONSTITUTION

(a) Copies of the current constitution will be available from the Secretary at any time.

(b) Committee members may propose changes to the Constitution at any time, but all resolutions will be made in writing to the Secretary not less than one month before the scheduled date of the next Annual General Meeting and sent out with the agenda not less than one week before the meeting. Resolutions can be accepted and adopted at any quorate Business meeting or Annual General Meeting, by a two-thirds majority of those Committee Members who are present or who have voted by proxy (see (11) below).

11. PROXY VOTING Any Committee member who cannot attend the AGM but wishes to vote on a particular subject, can inform (in writing/email) the Chairperson, who will intimate the member's views to the meeting.

12. RESOLUTION OF INTERNAL DISPUTES All decisions taken by the Committee will reflect either a consensus or a majority view of those present (including an on-line presence) and those members who have contributed their views by correspondence. The Committee will, in the first instance, seek to resolve any dispute within the charity through internal discussion. Failing this, the Committee will identify an independent mediator (acceptable to both (or all) the disputing parties) and whose decision on the dispute is binding on all parties.

13. FINANCE The finances will be the responsibility of the Treasurer who will prepare an annual report for the Committee and a set of accounts. The format of the accounts and their presentation will comply with regulations detailed by the Office of the Scottish Charity Regulator (OSCR). The Treasurer will have overall responsibility for controlling the bank account but (at the discretion of the Committee) any number of Committee Members as deemed appropriate may have full access to the account, including writing cheques or making payments by other means.

14. COMMITTEE BENEFIT The Committee will reimburse members who have incurred reasonable travel expenses while attending a business meeting, an AGM or EGM, or any other meeting or event at which the member is officially representing the Committee. Members will also be reimbursed for any costs incurred that were necessary for them to undertake and complete a task. At the Committee's discretion, a fee may be paid to a member who has conducted work that has been deemed necessary for the furtherance of its objectives. However, the Committee must first satisfy itself that the Committee Member in question is the best person to undertake the work. The Committee has the discretion to award *ex gratia* payments or donations to individuals or groups who have assisted the Committee in achieving its objectives.

15. DISSOLUTION

(a) A proposal to dissolve the Committee may be considered at any meeting but must be approved by two-thirds (66%) of the full Committee.

(b) Committee members have a right of joint or common property in all Committee property. However, no member can insist on a sale thereof and division of the price, and on his/her/their ceasing to be a member his/her right lapses and does not transmit to anyone. Nor may a majority of members gratuitously alienate Committee property against the wishes of a minority. If the Committee is wound up, any surplus after meeting liabilities shall be made over to a charitable body for the purpose charitable in law to be applied in a manner consistent with the objectives of the Committee. No part of that said surplus shall be distributed among Members or other individuals, nor shall any funds go to any body, group or organisation that does not have a similar restriction in its Constitution.

January 2026