

CARE OF COLLECTIONS GROUP

CONSTITUTION

BACKGROUND

The Care of Collections Group is one of the founding groups of the Institute of Conservation (Icon). It exists to draw together and promote the diverse knowledge and skills that are needed to address the issues surrounding, and activities relating to, care of collections.

This document was drafted and agreed by the executive committee of the Icon Care of Collections Group in January 2007.

1. NAME

The name of the organisation shall be the Care of Collections Group, hereafter referred to as the CCG.

2. AIMS

2.1 The aims and objectives of the CCG are set out in the strategic plan for the Icon CCG, which can be found in the Group's section of the Icon website, <http://www.icon.org.uk/>. Other formal documents such as the articles of association and disciplinary code can also be found on the main website and set out the categories of membership of Icon and rules for voting.

2.2 Committee guidelines are set out in sections 4-11.

2.3 The aims of CCG are:

2.2.1 To evaluate and disseminate information on collections care in a concise and understandable form.

2.2.2 To encourage discussion within and communication between all parties involved in the care of the collections, particularly with groups outside the conservation profession.

2.2.3 To highlight the role of education and training at all levels as critical to the care of collections.

2.2.4 To promote care of collections and develop approaches to best practise with other groups in the Institute of Conservation.

2.2.5 To, when required, nominate accreditation assessors and CPD readers for the PACR scheme. Group chairs or a committee representative may be periodically asked by Icon to communicate with their members on particular issues, to comment on papers or reports that affect their area and attend consultation meetings organised by Icon.

2.2.6 Although Preventive Conservation is central to our area of interest, we believe the term 'care of collections' more accurately describes the holistic, multi-disciplinary approach, essential for the sustainable, long-term preservation of cultural heritage.

2.4 The CCG shall not be used by name or implication by any member, institution or company as an endorsement of any product or service. Products and services may be reviewed or assessed in Icon publications, but as stated in the rider, the views expressed are those of the reviewer and not of the CCG and any review in no way acts as an endorsement or advertisement.

3. MEMBERSHIP

3.1 Membership of Icon is available in five forms. Members who join as a 'Supporter' or as an 'Organisation' cannot belong to any Group.

3.2 Accredited, Ordinary or Affiliate members of Icon, only, may join the CCG.

3.3 There is no additional fee to become a member of the CCG;

4. OFFICERS

4.1 The Executive Officers of the Care of Collections Group shall be:

4.1.1 Co-ordinator

4.1.2 Treasurer

4.1.3 Website content co-ordinator

4.1.4 Newsletter content co-ordinator

5. COMMITTEE

5.1 The CCG shall be managed by a Committee elected from the membership of the Care of Collections Group, which shall consist of:

5.1.1 Four executive Officers - Chosen from within the committee.

5.1.2 Three or more non-executive members - nominated and elected according to section 8.

5.2 Membership of the committee is limited to a term of five years.

5.3 Any member of the Committee shall be eligible for re-election after two years out of office.

5.4 Non-attendance at three consecutive meetings, without apologies, will normally be accepted as resignation from the committee.

5.5 The elected committee shall have the power to co-opt individuals on to committee to undertake specific tasks for a maximum of two years when that person must stand for election if they wish to remain on the committee.

6. GENERAL MEETINGS

6.1 The CCG will hold an Annual General Meeting.

6.2 In addition the CCG will arrange activities, which may include conferences, seminars, study days, and visits and tours of relevant sites and institutions.

7. ANNUAL GENERAL MEETINGS

7.1 An Annual General Meeting shall be held for the purpose of:

7.1.1 receiving a report from the executive members of the committee

7.1.2 receiving reports from any working groups

7.1.3 electing officers and members to the committee

7.2 Notice of Annual General Meeting:

7.2.1 Shall be advertised through Icon publications, including email bulletins and notices on its website.

7.2.2 Papers shall be published not less than two weeks prior to the meeting by being posted on the CCG Members' section of the Icon website.

7.3 The Quorum of an Annual General Meeting shall be 20 members, who must include two executive officers. Decisions (except those in 10) at a General Meeting shall be decided by a simple majority of those present and eligible to vote.

7.4 Voting

7.4.1 All members of CCG are eligible to vote.

7.5 Resolutions

Notice of an intention to propose a resolution at an Annual General Meeting must reach the Co-ordinator not later than eight weeks before the date of the meeting.

8. ELECTIONS TO THE COMMITTEE

8.1 Elections to the committee shall take place annually.

8.2 Nominations.

8.2.1 All nominees, proposers & seconders must be fully paid up members of Icon and be eligible to join the group.

8.2.2 Notice inviting nominations for elections to the committee will be circulated before the AGM.

8.2.3 Nominations must be duly proposed and seconded. In the event of an election nominees will have the opportunity to express their intention/manifesto (up to 200 words).

8.2.4 All nominations must be received before the AGM. The specific date will be decided by the committee and published on the nomination notice.

8.2.5 A ballot paper listing candidates shall be circulated before the AGM to members.

8.2.6 An Election Co-ordinator who is not standing for election shall be appointed by the committee.

8.2.7 Ballots shall be returned to the Election co-ordinator before the AGM.

8.2.8 The results shall be announced at the AGM.

8.2.9 Any ballot paper that is illegible or spoiled shall be discounted. If any member is unable to vote via the ballot paper system due to disability or any other impairment the Election Co-ordinator may make arrangements to accommodate that members right to vote.

9. FINANCIAL YEAR

9.1 The financial year shall end on 31 March.

9.2 The CCG committee will produce financial records and annual budget forecasts to the Icon Treasurer or Board where required.

9.3 The CCG may not accept debt or liabilities in the name of Icon.

10. AMENDMENTS TO THE CONSTITUTION

10.1 Proposed Amendments must be proposed and seconded by individual members of the CCG and forwarded, in writing, to the Co-ordinator at least eight weeks before the AGM.

10.2 A copy of the proposed amendments will be published on the CCG members' area of the Icon website prior to the AGM.

10.3 Adoption of the amendments shall be by a two-thirds majority vote of all members attending the AGM or an Extra Ordinary General Meeting.

10.4 Amendments will only be implemented only when they have been ratified by the Icon Board

10.5 An Extraordinary General Meeting can be called by no less than twenty individual members, by petition to the Co-ordinator, or five members of the committee in writing. The Extraordinary General Meeting shall take place within eight weeks of the Co-ordinator receiving notice.

11. DISSOLUTION OF THE GROUP

11.1 Dissolution of the group shall only be effected by a decision of the Board of Icon