

# THE LANDSCAPE SURVEY GROUP: CONSTITUTION

Constitution of The Landscape Survey Group was initially approved at the Special General Meeting held at York on 5th July 2013, and subsequently amended as follows:

- (section 2) at the AGM held at Winchester on 7/2/2014;
- (section 7.3) at the AGM held at Lyndhurst on 24/3/2017;
- (sections 4.2,7.1,7.4,7.5,10.2) at the virtual AGM on 19/3/2021.
- (general formatting and sections 3.1.1,3.3.1,3.3.7,5.6,6.2,6.3,6.4) at virtual AGM on 21/10/2022.
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The current version was approved and adopted on 21/10/2022.

## 1. NAME

1.1 The name of the Association shall be 'The Landscape Survey Group'.

## 2. SPHERE OF INTEREST

2.1 'Landscape survey', as defined for the purposes of the Group, is a research tool for understanding the historic landscape, through a range of allied non-invasive analytical techniques, which can be applied at different scales and resolutions. It underpins conservation, protection and interpretation. An important component is analytical survey - the observation, recording (where necessary) and -above all- analysis of visible archaeological and historic features in the landscape. It can help to target research using other specialist techniques and provides a context for them.

2.2 Landscape survey usually combines two strands of investigation: field survey and desk-based research. Field survey is usually, but not exclusively, directed at the rural landscape. It involves the study of a wide range of evidence that is visible on the ground surface. This includes man-made features, such as earthworks, buildings, ruined structures and managed vegetation, as well as purely natural geological and ecological phenomena. Field survey has a broad chronological scope and requires an understanding of the potential influence of ancient land-use on more recent developments and, conversely, of the impacts of recent land-use on earlier features. It can be applied to large or small areas, and at different scales and levels of resolution, but always relies upon the principles of careful observation and analysis of field evidence of all types and periods.

2.3 Field survey is an especially powerful tool for understanding the development of a landscape when coupled with desk-based research into other information sources. These can include current and historic maps, aerial photographs, historical documents, oral testimony and the findings of previous research. Landscape survey therefore often draws upon and cooperates with the interests and techniques of other research specialisms.

### **3. PURPOSE OF THE GROUP**

3.1 The purpose of the Group shall be to provide a forum and a mouthpiece for the exchange of ideas and information relating to landscape survey, as defined in Section 2. Specifically, its objectives shall be as follows:

3.1.1 to provide a forum for the Group's members and others who may carry out or use landscape surveys, in order to maintain a body of experienced and committed practitioners and to provide a network of peers.

3.1.2 to raise awareness of the research potential of landscape survey amongst heritage professionals, academics, independent researchers and the general public, and to influence research agendas and objectives accordingly.

3.1.3 to raise standards in the practice of landscape survey by relevant organisations and individuals, by providing advice, support and training in key skills and approaches.

3.2 The Group's principal area of operation is the United Kingdom, but it may seek to broaden the geographical scope of its activities.

3.3 To achieve its objectives, the Group may:

3.3.1 arrange, on its own or with others, meetings, field visits, exhibitions, courses, or other events pertaining to the subject of landscape survey;

3.3.2 encourage and assist other exchanges between its members and/or between its members and other individuals or groups, on the subject of landscape survey;

3.3.3 publish or assist in the publication of material relating to landscape survey;

3.3.4 provide, where appropriate, advice and recommendations on matters relating to landscape survey;

3.3.5 establish and maintain liaison with appropriate individuals and institutions at local, national and international levels;

3.3.6 raise funds and invite or receive contributions from any person, persons or institution by way of subscription, donation, loan or otherwise, provided that the membership is properly consulted wherever a particular financial transaction is likely to be controversial, and provided that the Group shall not undertake any permanent trading activity in the raising of funding for its objectives;

3.3.7 if/when the Group's funds allow, offer small grants and awards to members to support further study and engagement in areas of landscape survey research and practice (such as one-off bursaries to early career researchers or practitioners for attendance of a conference);

3.3.8 do all such other things as shall further the object of the Group.

### **4. MEMBERSHIP OF THE GROUP**

4.1 Membership of the Group shall be open to all, subject to payment of the correct

membership fee, which shall normally be determined in advance at each Annual General Meeting.

4.2 By becoming members, individuals shall agree to allow their contact details to be held electronically and/or as hard copy by the Membership Secretary in furtherance of the of the objectives set out in Section 3 and in accordance with the Group's Privacy Statement.

## 5. ELECTION OF OFFICERS AND GENERAL COMMITTEE

5.1 The affairs of the Group shall be managed by a General Committee, elected by recognised members of the Group at the time of the Annual General Meeting. The General Committee shall comprise five principal officers, namely a Chair, a Vice-Chair, a Secretary, a Membership Secretary and a Treasurer, together with up to five other ordinary committee members.

5.2 All members of the Group are eligible for election to the General Committee.

5.3 Election of the five principal officers shall take place through resolution and voting at the Annual General Meeting, or by postal or emailed vote prior to that meeting.

5.4 Ordinary committee members may be elected at a General Meeting in the manner described in Section 5.3, or may be appointed by the General Committee in the manner described in Section 5.7.

5.5 Nominations for the officers shall be communicated to the Secretary, with the permission of the Nominee and the support of a Proposer and Secunder (who shall be members of the Group), not less than 14 days before the meeting.

5.6 The principal officers and ordinary committee members shall be elected for the following terms: the Chair, Vice-Chair, Secretary and Membership Secretary and Treasurer shall be elected for three years and shall be eligible for immediate re-election, up to a maximum of two three-year terms at which point they must be opened up for application from other members. If no suitable new applications are made, existing principal officers may continue in the role for up to a further 3yrs; this extended term will be subject to annual review by the committee and the post will continue to be advertised to the Group prior to each Annual General Meeting. Ordinary committee members shall be elected for three years and shall be eligible for re-election.

5.7 The General Committee shall have power to co-opt up to five other members or officers of the Group to serve in any capacity on the General Committee. These individuals shall be responsible to the General Committee or to an individual officer acting on its behalf, and their appointment should be confirmed by resolution and election by the membership at the next Annual General Meeting, unless the arrangement is ended before then. Appointments shall be deemed to lapse once the action or aspect of the Group's affairs has been dealt with to the satisfaction of the General Committee.

5.8 Should any office become vacant by death, resignation or other reason the General Committee shall have power to fill the office by *ad hoc* appointment from the membership of the Group until the next Annual General Meeting.

## **6. RESPONSIBILITIES OF THE OFFICERS**

The responsibilities of the officers shall include the following tasks:

6.1 The Chair shall, in consultation and cooperation with the other officers and members of the Group, draw up an annual report for presentation to the Annual General Meeting. The Chair shall normally be responsible for the Group's corporate communications with outside individuals and institutions, but may delegate responsibility to another member where appropriate.

6.2 The Vice-Chair shall carry out any of the duties laid out in 6.1 in the absence of the Chair. The Vice-Chair shall normally be the main point of contact for submission of abstracts for conferences, for collation of themes and running orders and for liaison with speakers before and during such events.

6.3 The Secretary shall make arrangements, either in person or through liaison with another member with delegated responsibility, for General Meetings of the Group and for meetings of the General Committee, and for the circulation of information to members. The Secretary (or, if absent, another delegated member) shall take minutes of the proceedings of all meetings, and shall maintain both hard-copy and electronic archives, making the latter accessible on-line.

6.4 The Membership Secretary shall maintain an up-to-date register of the members of the Group, including an electronic distribution list, in adherence with the data security principles laid out in the group's Privacy Statement. The Membership Secretary will keep a record of subscriptions paid and owed by individual members, as well as issuing reminders.

6.5 The Treasurer shall receive on account and for the use of the Group all sums of money due to, donated to or on loan to the Group. The Treasurer shall keep a regular account of all receipts and payments and of the funds, assets and liabilities of the Group and shall prepare annual accounts as specified in Section 9.

6.6 If required, a Publications Officer may be appointed to take charge of the preparation, production and distribution of the Group's official publications. This officer may be supported by one or more assistants and/or by an Editorial Board selected by the General Committee from the membership of the Group.

6.7 If required, a Web Officer may be appointed to take charge of the maintenance and updating of the Group's website. This officer may be supported by one or more assistants and/or by a Web Board selected by the General Committee from the membership of the Group.

6.8 Decisions in General Committee shall be by simple majority of those present and voting, the Chair holding a second and deciding vote. At a meeting of the General Committee, three officers shall constitute a quorum, provided that those three include two of the Chair, the Vice-Chair and the Treasurer.

## **7. MEETINGS**

7.1 An Annual General Meeting shall be held in every calendar year, at intervals of not less than 9 months nor greater than 15 months, except in exceptional circumstances.

7.2 The Meeting may be held in association with other activities promoted by or supported by the Group, so long as this is considered appropriate by the General Committee. The business of the meeting shall be to approve the minutes of the previous Annual General Meeting, to receive the Chair's annual report, to examine and approve the accounts for the preceding financial year and to review the Group's current financial status, to elect officers for the following year, and to set subscription levels for the following year.

7.3 Not less than 28 days written notice shall be given to all members of the place and agenda for the Annual General Meeting.

7.4 At the Annual General Meeting, a quorum shall consist of fifteen attendees from the current membership, including at least three officers of the General Committee. In the event of a quorum not being present the membership shall be informed as soon as possible by the Secretary and given notice of the time, place and agenda for a re-convened meeting, at which two officers and the members present shall constitute a quorum.

7.5 Ordinary General Meetings may be held at the discretion of the General Committee, members being given at least 28 days written notice of the time, place and agenda for the meeting. A quorum shall consist of fifteen attendees from the current membership, including at least three officers of the General Committee.

7.6 Special Meetings may be convened at any time by the Chair, by a majority of the General Committee, by a majority of the membership in General Meeting, or by any ten members of the Group on written application to the Meetings Secretary. The meeting shall be convened within 60 days of being requested, all members being given at least 14 days written notice of the time, place and agenda for the meeting. No business shall be considered at such a meeting other than that for which it was convened; fifteen attendees from the current membership, including at least three officers of the General Committee, shall constitute a quorum.

7.7 With the exception of changes to the constitution or dissolution of the Group, decisions and elections at General Meetings shall be by simple majority, the chair of the meeting holding a second and deciding vote.

7.8 Amendments or additions to this constitution may only be made by resolution at an Annual General Meeting, or at a Special Meeting convened as specified in 7.6 above; such amendments or additions shall require a majority of two thirds of the members or representatives present and voting.

## **8. INCOME AND PROPERTY**

8.1 The income and property of the Group shall be applied solely to the purposes set out in Section 3 and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or otherwise by way of profit to any member of the Group. Officers or members engaged on official duties on behalf of the Group may, however, be paid reasonable out-of-pocket expenses, provided that such payments are reported to the next Annual General Meeting as part of the Treasurer's annual account.

8.2 The Group may acquire assets or equipment relevant to its stated purpose and administrative needs; acquisitions and disposals, including the initial cost and the

written-down value, shall be reported by the Treasurer to the next Annual General Meeting of the Group.

## 9. PREPARATION, AUDITING AND PRESENTATION OF ACCOUNTS

9.1 The financial year of the Group shall begin on the first day of April each year. True accounts shall be kept by the Treasurer of all sums of money received or expended by or on behalf of the Group, with details of their purpose, and of the property, credits and liabilities of the Group. The accounts shall be open to inspection by any member on written application to the Treasurer or Chair.

9.2 At the end of each financial year, and at any other time decided by the General Committee, the accounts of the Group shall be examined by the General Committee and the correctness of the balance sheet ascertained.

9.3 At the end of each financial year the Treasurer shall prepare a statement of income and expenditure for the year and a balance sheet including the current assets and liabilities of the Group for presentation to the Annual General Meeting.

## 10. ANNUAL SUBSCRIPTIONS

10.1 Every member shall pay, on becoming a member, and on the first day of April in each subsequent year the sum of money agreed by the membership at the previous Annual General Meeting.

10.2 Members whose subscriptions are in arrears eighteen months after the due date will be sent a reminder and will be removed from the circulation list for official communications and services until payment has been received.

## 11. DISSOLUTION OF THE GROUP

11.1 The Group shall not be dissolved except at a Special Meeting convened for this purpose. Any motion of dissolution must be passed by a two-thirds majority of the members or representatives present.

11.2 In the event of dissolution, the funds and property of the Group remaining after the payment of all debts and liabilities shall not be distributed directly or indirectly amongst the members of the Group but shall be transferred to such institution or institutions having similar objectives to that of the Group as the Special Meeting shall approve by simple majority, provided that such institution or institutions themselves prohibit the distribution of income and property in the same way.

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