

**Schedule of Rules**

JULY 2019

Title

The Federation shall be called “The South and East Museums Federation”.

### Area

It shall serve the counties of Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Oxfordshire, and Suffolk, and unitary authorities within their former areas. Members will be welcome from other areas where their Federation is not active.

**Aims**

The object of the Federation shall be to provide an active network and effective professional development forum for members by

1- Holding regular meetings exploring best practice and innovation across the Arts and Heritage sector

2 active co-operation in the exchange of information.

3 the discussion of matters of common concern.

4 representing the interests of members to local, regional, or national organisations concerned with museums and art galleries.

1. such other means as may seem from time to time advisable.

# Membership

This shall be Personal, Honorary and Affiliate:

1. Personal membership: any persons with an interest in museums and art galleries and interested in the objects of the Museums Association in the area of the Federation. They shall each have one vote
2. Honorary membership: may be granted at the discretion of the Committee in recognition of service to the Federation or its aims. They shall have free life membership or membership for a limited period as decided by the Committee.. They shall each have one vote.
3. Affiliation to the Federation may be given at the discretion of the Committee to museum and gallery related organisations that wish to support and maintain contact with the Federation. Affiliation to the Federation will be free. Affiliate members will not have a vote. (Individual staff or volunteers within their organisations will be welcomed as Personal Members on payment of an annual subscription).

**Finance**

The subscription shall be proposed by the Committee and changes approved by members at the Annual General Meeting. It shall be due on 1st July in advance. The Treasurer shall present the audited accounts at the Annual General Meeting.

**Votes**

Excepting in the case of a proposal to dissolve the Federation, voting shall only take place at an Annual General Meeting or an Extraordinary General Meeting. Each member shall have one vote. The President (or the Chairman of the meeting) shall have the casting vote.

**Meetings**

1. The Annual General Meeting shall be held not later than the last day of July in each calendar year to transact the formal business of the Federation. Twenty-one days notice shall be given to members. A quorum for the Annual General Meeting shall consist of ten members.
2. An Extraordinary General Meeting may be called on the decision of the Committee, or on the application in writing to the Secretary of not less than ten members stating the reasons for such a meeting. The meeting shall be called within twenty-eight days of the receipt of the request, and fourteen days notice of the meeting shall be given to members.
3. Ordinary Meetings shall be held periodically, and may include Business Meetings for discussion and receipt of reports from Officers and representatives of the Federation.

**Committee**

The affairs of the Federation shall be managed by a Committee of up to thirteen members (including the Officers), elected at the Annual General Meeting and reflecting as far as possible the geographical composition of the membership.

1. Members of the Committee shall be elected for a three-year term, and not eligible for re-election for the following year, unless as an Officer
2. A president-elect shall be elected in alternate years, serving as Vice-President during the President’s last year of office, and taking the office of President for the two following years. Past Presidents shall remain on committee as Vice-President for the year following their presidency. *[gloss: election of the V-P must be staggered to avoid a two-years wait for the President to go. So in the proposal there is always one V-P, incoming or outgoing in alternate years, to balance the two-year presidential term]*
3. The Honorary Secretary and Honorary Treasurer shall be elected for a term of three years, renewable for one further term

Nominations for Officers and Committee (for which the proposer must first obtain the consent of the person nominated) should be sent to the Secretary one week before the Annual General Meeting. A casual vacancy in office or on the Committee may be filled by the Committee by co-option. The Committee is empowered to co-opt not more than three additional members until the next Annual General Meeting.

**Amendment** **of** **rules**

A quorum shall consist of four members of the Committee.

No rule can be altered, nor any additional rule made, except by a straight majority at an Annual General Meeting. Two calendar months notice must be given to the Secretary of any proposed resolution affecting the rules, and the Secretary shall give notice to the members of such resolutions twenty-one days before the Annual General Meeting at which they are considered.

**Dissolution** **of** **the** **Federation**

The Federation may only be dissolved when at least two-thirds of the membership vote in favour of such resolution in a ballot. Any funds remaining after settlement of outstanding debts may be used for such museum purposes as the Committee shall decide.