

17/09/89

The Computer Conservation Society

CONSTITUTION

1. NAME

The Society shall be called The Computer Conservation Society of The British Computer Society (BCS).

2. OBJECTIVES

- a. To promote the conservation of historic computers
- b. To develop awareness of the importance of historic computers
- c. To develop expertise in the conservation and restoration of historic computers.
- d. To represent the interests of Computer Conservation Society members with other bodies
- e. To encourage research on seminal historic computers

3. CONSTITUTION

The Computer Conservation Society shall be a Specialist Group of the British Computer Society in association with the Science Museum of London.

The Computer Conservation Society shall consist of:

- a. Chairman, Secretary and Treasurer
- b. A representative of the Science Museum
- c. Other officers elected at a General Meeting to represent sub-groups or to perform specific tasks such as publicity, conference organising etc.
- d. Individual Members, who may be anyone interested in furthering the Objectives of the Computer Conservation Society.
- e. Corporate members, viz Companies, Groups or other organisations wishing to support the purpose of the Computer Conservation Society.

4. ELECTED OFFICERS

- a. The officers shall be Chairman, Secretary and Treasurer all of whom should be members of the British Computer Society.
- b. Other officers may be elected to fill posts created by the Management Committee.

- c. Election: The officers shall be elected by the Annual General Meeting (AGM) and shall serve from the end of the meeting at which they are elected until the end of the AGM following.
- d. Casual Vacancy: A vacancy occurring during the term of office may be filled by an appointment by the Management Committee.

5. MANAGEMENT

- a. The affairs of the Society shall be managed (subjected to the control of the AGM) by a Management Committee comprising Elected officers.
- b. Cooption: The Management Committee may coopt members as required, normally to hold office until the next AGM.
- c. The General Committee of the Society shall comprise the Management Committee together with members of Management sub committees and working parties which may from time to time to time set up by the Management Committee.
- d. Meetings: The Management Committee shall meet at least four times in its year of office and frequently enough to properly carry out the business of the Society. The General Committee shall meet not less than twice a year.
- e. Notice: At least 14 days notice of the place, date and time of meeting shall be given to each member of the relevant committee.
- f. Quorum: The business of the Society may be transacted by not less than five members.
- g. In the absence of the Chairman, the Committee shall elect one of its number to take the chair for the meeting.
- h. Voting: In determining a question by vote for the majority of the membership present, each having one vote, the chairman of the meeting shall have a second or casting vote.
- i. Sub Committees: At the first meeting following the AGM the Management Committee may appoint sub-committees, each under the Chairmanship of a Management Committee member, to assist in carrying out the business of the Society.
- j. Working parties: The Management Committee may set up at any time working parties responsible to the Management Committee which shall appoint a Chairman and provide appropriate terms of reference.

6. ANNUAL GENERAL MEETING

- a. Each year the Society shall hold an AGM in May.
- b. Notice: The Secretary shall send, at least 28 days before, notice of the date, time and place of the AGM, together with the agenda, to all members of the Society.

For this purpose a notice printed in the official publication of the Society shall be considered sufficient.

- c. All members have the right to attend the AGM for which there shall be no attendance charge.
- d. Agenda: The following items shall be included:
 - 1. Minutes of the previous AGM
 - 2. Minutes of any Extraordinary General Meeting held since the previous AGM
 - 3. Chairman's Report
 - 4. Management Committee Officers' Reports
 - 5. Audited Statement of Accounts
 - 6. Proposals for alteration to Rules
 - 7. Proposals for alterations to Fees
 - 8. Election of Officers
 - 9. Election of Auditors
- e. Nominations: Any member is entitled to nominate a person for any elected office on the Management Committee. Such nominations may be proposed and seconded at the meeting if not previously received by the Secretary.
- f. Voting: Every question at an AGM shall be decided by a majority of the votes cast. Individual members of the Society each have a single vote. The accredited representative of each corporate and sustaining member also has a single vote.

7. EXTRAORDINARY GENERAL MEETING

- a. An Extraordinary General Meeting (EGM) shall be convened on a resolution of the Management Committee or within five weeks of receipt by the Secretary if a requisition signed by no less than fifty members stating the business to be transacted at the meeting.
- b. Rule 6, except sub rules (c) and (d) shall apply.
- c. An EGM shall transact only such business as is specified in the resolutions or requisitions convening it.

8. FINANCE

- a. Membership fees shall be set by the AGM but it is expected that except in very special circumstances, individual membership shall be free.
- b. Bank account: In accordance with BCS Guidelines, the Society shall have at least one Account (Account A) at Lloyds Bank, Langham Place Branch, used for normal running expenses. Other accounts at the branch may be used for special events or for investment funds.
- b. The Society shall follow the BCS Financial Guidelines as issued from time to time.
- c. The financial year shall start on 1st May each year.
- d. The Chairman is responsible to the BCS for submitting draft budgets, recording ongoing expenditure and capital expenditure separately for each by 30 November in the preceding year.
- e. The Chairman is responsible for making available to the BCS a receipt and payments statement at the end of every financial year (30th April) in respect of the Society's normal operations and special events, this statement to be included in the BCS annual accounts subject to audit by the BCS auditors.
- f. All cheques drawn on the Society's bank accounts must be signed by any two of Chairman, Secretary and Treasurer.
- g. The accounts of the Society shall be audited each year by an auditor elected at the AGM.
- h. All income and property of the Society from whatever source derived shall be applied solely to the promotion of the objectives of the Society.
- i. Individual members of the Society shall be entitled to claim reimbursement of reasonable expenses incurred on legitimate business for the Society as authorised by the Chairman, Secretary or Treasurer.

9. DISSOLUTION

In the event of the winding up or dissolution of the Society any surplus assets remaining after discharge of liabilities shall automatically rest in the BCS.

10. BRITISH COMPUTER SOCIETY (BCS)

1. The Computer Conservation Society shall be governed by the rules of the BCS as these apply to Specialist Groups of the BCS. Where it is considered that a rule of the Society is in conflict with a BCS rule governing Specialist Group activities, the BCS rule shall apply.
2. The Chairman of the Society must be a Fellow, Member or Associate Member of the BCS.
3. Other elected officers of the Society should normally be members of the BCS.
4. The Chairman of the Society is ex officio a member of the BCS Specialist Groups Management Committee, but may delegate to another member of the Society's Management Committee.
5. All members of the Society's Management Committee shall abide by the Code of Conduct relating to members of the BCS.
6. The Society may use the BCS name to enhance the reputation of their own activities but must not bring the BCS into disrepute.
7. No member of the Society may speak on behalf of the BCS without proper authority from the BCS.

A. E. Sale 17/08/89