

MUSEUMS COMPUTER GROUP CONSTITUTION

December 2009

1 **NAME**

The name of our organisation is the Museums Computer Group (MCG)

2 **PURPOSE**

The purpose of MCG is to encourage, promote, improve and influence best practice in the use of ICT, New Media and associated technologies within the Museum and Heritage sector.

3 **OBJECTIVES**

The objectives of MCG are :

3.1 MEETINGS

To organise twice yearly meetings at different host institutions to discuss the use of ICT, New Media and associated technologies within the Museum and Heritage sector.

3.2 DISCUSSION

To provide opportunities for formal and informal discussion between members at meetings and through appropriate online forum.

3.3 RESEARCH

To co-ordinate and sponsor research and reports relating to the purpose of the Group

3.4 PUBLICATIONS

To publish online and where appropriate on paper the results of MCG research and reports.

3.5 INFLUENCE

To influence the development of best practice within the sector.

4 **MEMBERSHIP**

4.1 ELIGIBILITY

Membership is open to any individual or organisation whose activities are directly connected with the purpose of the Group.

Any questions about eligibility will be decided by the committee.

4.2 CATEGORIES

Membership will consist of the following categories:

Affiliate Members

An affiliate member is someone who is a member of the MCG mailing list.

Affiliate members may:

- Participate in the discussions on the list
- Raise topics for discussion
- Participate in MCG research

Registered Members

A registered member is someone who has registered their membership, paid or deemed to have paid the current subscription, and who has not been excluded from membership.

(See MCG Membership Rates)

Registered Members may :

- Participate in the discussions on the list
- Raise topics for discussion
- Participate in MCG research
- Attend MCG committee meetings as an observer
- Attend the AGM
- Propose and second resolutions for the AGM.
- Propose and second candidates for election as Officers or committee members.
- Stand for election as Officers or committee members,
- Vote on MCG business
- Get discounts on the meetings fees for MCG meetings including the twice yearly discussion meetings and UK Museums on the Web (UKMW).

Corporate Members

Corporate membership is available to any eligible organisation that pays the current corporate membership fee.

(See MCG Membership Rates)

Corporate members may:

- Nominate up to five representatives from their organisation as members of MCG.
- Send up to five delegates to MCG meetings

Corporate representatives may :

- Attend the AGM
- Attend MCG committee meetings as an observer
- Propose and second resolutions for the AGM.
- Propose and second candidates for election as Officers or committee members.
- Stand for election as committee members providing
 - No more than 3 committee members at one time are corporate representatives

- No one organisation has more than ONE corporate representative on the committee
- Vote on MCG business
- Participate in MCG discussions and research projects
- Send up to five delegates to the twice-yearly MCG discussion meetings without further cost and get discounts on fees for up to five delegates to UK Museums on the Web (UKMW).

Honorary Life Members

An Honorary Life Member is someone who has been awarded Life Membership of the Group to recognise their exceptional service to the Group or to information and communications technology or new technologies in the sector.

The Committee may appoint up to 6 (six) Honorary Life Members at any one time.

Honorary Life Members will have the same rights as registered members.

4.3 SUBSCRIPTIONS

The amounts of subscriptions, meetings discounts, the due dates and methods of payment shall be as specified by the Committee in the attached schedules.

4.4 REGISTER OF MEMBERS

The Group will maintain a list of registered members for the purposes of membership administration and events promotion only.

Membership lists will not be provided to third parties nor circulated outside the Group.

5 COMMITTEE

5.1 COMPOSITION

The elected committee shall consist of a maximum of 12 people - three executive officers, the Chair, Secretary and Treasurer and up to 12 ordinary members fulfilling the research, publishing and organisational roles essential to the Group's activities as set out in the attached schedule (See MCG Committee Composition)

5.2 CO-OPTED MEMBERS

The committee shall have the power to co-opt up to three (3) additional members as it deems necessary to fulfil the duties of the committee.

Co-opted members may be representatives of other organisations.

No co-opted member shall serve for longer than the standard membership periods that apply to committee members.

5.3 MEETINGS

The committee shall meet at least once in every half year.

At least ONE meeting per year shall be face-to-face. Other meetings may be conducted via electronic means including telephone conferencing, video conferencing or other appropriate method.

5.4 PROCEDURE

The committee procedures are:

- Three officers or ordinary committee members shall form a quorum.
- Voting at any committee meeting shall be by simple majority.
- In the case of equal votes the meeting chair will have an additional casting vote.
- The decisions of the committee will be recorded in the minutes of the meeting.
- Committee minutes will be confirmed at the next committee meeting and published to the membership.

5.5 PERIOD OF OFFICE

Committee members are elected for a term of three years following which they must stand for re-election.

No Officer may fill the same post for more than TWO consecutive terms.

5.6 VACANCIES

The Committee shall have the power to fill any vacancies that arise between Annual General Meetings. Any such changes must be confirmed at the next Annual General Meeting.

6 **6 POWERS OF THE COMMITTEE**

6.1 DUTIES

To carry out the purpose and objectives of the group in an open, clear and effective manner.

6.2 RESPONSIBILITIES

To be responsible to the membership for all decisions relating to the policy, organisation and administration of the group.

6.3 EXECUTIVE AUTHORITY

The chair and/or executive officers of the Group shall have authority to make decisions on behalf of the group subject to confirmation at the next committee meeting.

6.4 EXPULSION

The committee shall have the power to refuse membership or expel any person for conduct deemed detrimental to the purposes, objectives, character or interests of the group.

6.5 INTERPRETATION

In all matters concerning the interpretation of their constitution, or any question not provided for therein, the decision of the Committee shall be final

7 FINANCE

7.1 GROUP FUNDS

Responsibility for the funds of the Group shall rest with the Committee.

7.2 FINANCIAL YEAR

The financial year of the Group shall be the calendar year.

7.3 AUDIT:

The accounts of the Group shall be audited annually by the Auditor(s) and shall be presented by the Treasurer for approval to the Annual General Meeting following the end of the financial year.

7.4 GROUP ACCOUNTS

The Committee shall have power to open accounts with any bank or building society in the name of the Group.

7.5 SIGNATORIES

Cheques shall be signed by those officers or committee members specified in the appropriate schedule.
(See MCG Account Signatories)

7.6 EMPLOYMENT

The Committee shall have the power to employ individuals or companies in furtherance of the purpose and objectives of the Group.

7.7 GUARANTEES

The Committee shall have power on behalf of the Group to enter into guarantees and indemnities, limited or unlimited.

Such guarantees and indemnities shall be signed on behalf of the Committee by those Committee members nominated in the appropriate resolution.

8 GENERAL MEETINGS

8.1 GENERAL MEETINGS

General meetings are annual or extraordinary.

8.2 QUORUM

The quorum at a general meeting will be twenty-five (25) or 10% of the registered membership whichever is the least.

8.3 ANNUAL GENERAL MEETINGS

Annual General Meetings shall be held at a date, time and venue decided by the Committee.

The AGM will normally be held at one of the twice-yearly Group meetings.

The maximum period between AGM's shall not exceed 18 (eighteen) months.

8.4 NOTICE OF ANNUAL GENERAL MEETING

All MCG notices will be circulated through the MCG email list or should this not be available a suitable alternative method.

A preliminary notice giving the date, time and place of the annual general meeting, an outline of the matters to be considered, a call for nominations and invitations for further resolutions shall be circulated at least 30 (thirty) days prior to the meeting.

8.5 ELECTIONS

The officers and elected members of the Committee shall be elected by simple majority at the Annual General Meeting.

In the event of a tie the Chair shall have the option of casting a deciding vote.

Nominations must be received by the Secretary before noon on the day before the AGM.

Where more than nominations than vacancies are received the Secretary will organise a secret ballot at the meeting in which those receiving the greatest number of votes are elected.

Where there are still vacancies nominations may be made during the meeting.

All those nominated for election to the Committee must, at the time of nomination, be members or nominated representatives of corporate members.

8.6 REPORTS AND ACCOUNTS

The report of the Committee; the income and expenditure account and balance sheet; and the report of the Auditor(s) shall be submitted for approval to the Annual General Meeting.

8.7 AUDITOR(S)

The Auditor(s), who shall be professionally qualified, shall be proposed, seconded and elected by the members present at the Annual General Meeting.

8.8 EXTRAORDINARY GENERAL MEETINGS

An extraordinary general meeting may be called at any time by the Committee and must also be called on receipt by the Secretary of a request signed by at least 25 members or 10% of the registered membership whichever is the less.

At least 30 (thirty) days notice of an Extraordinary General Meeting shall be circulated to all members. The business to be transacted at the meeting must be stated in the notice convening the meeting and no other business may be

transacted at the meeting.

9 OTHER ORGANISATIONS

9.1 MEMBERSHIP

The Committee may decide the Group be linked to or become a member of other organisations with similar or related objectives to those of the Group.

10 AMENDMENTS

10.1 AMENDMENTS

Amendments to this Constitution shall only be made by a two-thirds majority of the Annual General Meeting following at least thirty (30) days notice of any proposed alteration.

10.2 NUMBERING

The re-numbering of sections or subsections of the Constitution consequent upon minor amendments may be made by the Committee without formal notice provided that no change in the meaning of the Constitution is made as a result

10.3 SCHEDULES

The committee may make changes to the Schedules to reflect operational requirements but must seek confirmation of any such changes at the next Annual General Meeting.

11 DISSOLUTION

11.1 DISSOLUTION

Dissolution of the Group may be undertaken only at a General Meeting.

11.2 MOTION

The Group shall be dissolved by a motion for dissolution, which may be proposed by the Committee or be proposed and seconded by two members.

Voting on a motion for dissolution shall be by a two-thirds majority of the members voting.

11.3 IMPLEMENTATION

The dissolution becomes effective after the Group has:

- Informed all members, and others that need to be advised, of the results of the vote on the motion and of the consequent arrangements
- Paid all proper debts and liabilities
- Disposed of all remaining assets in the manner agreed by the general meeting or in the absence of such agreement to a like body which, in the opinion of the committee, has similar interests.

Any queries should be addressed to the Chair.

CONSTITUTION SCHEDULES

MCG Membership Rates 2010 (01 January 2010 to 31 December 2010)

The current MCG membership rates and associated discounts are:

AFFILIATE MEMBERS

- Affiliate Membership - Free
MCG Email List

REGISTERED MEMBERS

- Registered Membership - Free
Requires online registration.

CORPORATE MEMBERS

- Corporate Membership Fee - £100
- Covers up to five representatives

HONORARY LIFE MEMBERS

- Honorary Life Membership - Free

MCG Spring and Autumn Meetings Fees

- Non-Members - £25
- Affiliate Members - £20
- Registered Members - £15
- Corporate Representatives – Free
- Honorary Life Members - Free

UKMW (UK Museums on the Web)

Discount Price

- Registered Members
- Corporate Representatives
- Honorary Life Members

Full Price

- Affiliate Members
- Non Members

Last Changed 02DEC10
Review Date 02DEC11

**MCG Committee Composition
2010
(Twelve Members)**

While all committee members share joint responsibility for all group activities each member has a primary role.

Administration Team (4 members)

Responsible for day-to-day operational issues, supporting committee, teams and members

Executive Officers

- Chair
- Secretary
- Treasurer

Membership Secretary

Events Team (2 members)

Coordinating arrangements for MCG events and arranging funding

Research Team (3 members)

Co-ordination of MCG research papers and gathering expertise and opinion

Communications (3 members)

Administration and funding of MCG website, wider web presence, publications and promotion.

Last Changed 02DEC10
Review Date 02DEC11

MCG Account Signatories

MCG cheques require ONE signature and may be signed by :
the Treasurer OR the Chair OR the Secretary.

Last Changed 02DEC10
Review Date 02DEC11