



Society Constitution

1. Name of the Society

SPECTRA—Society for Postdoctoral and Early Career Teaching and Research staff in Archaeology.

2. Eligibility for Membership

Membership is open to all non-permanent academic and research staff, which will normally, but not exclusively, include postdoctoral researchers, research assistants, research fellows, and contract teaching and technical staff within the School of Archaeology at the University of Oxford. Other members of staff within the School may also apply for membership of the society at the discretion of the committee of the Society.

3. Purposes and aims

The primary aims of the society are to:

- Provide a welcoming environment for new contract staff members.
- Encourage informal meeting and networking between contract staff to build a community across the School.
- Promote and create opportunities for the professional and career development of Members of the Society.
- Offer a safe and supportive space where Members of the Society can share experiences and learn from each other.
- Encourage positive change by providing official representation for Members of the Society and their interests at School, Division, and University level, working together, where appropriate, with the wider research staff community (OxRSS).
- To do such other things which the Membership and the Committee considers it appropriate for the Society to do and as agreed at an AGM of the Society (every Michaelmas).

In furtherance of these aims and objects, the Society shall have powers to publish materials in print or digital formats relating to the affairs, interests and objectives of the Society, for the use and informative purposes of its Membership.

4. Activities

SPECTRA will carry out its purposes/aims through a range of activities and initiatives including:

- The organisation of career development events for its Members.
- The organisation of social and networking events for its Members.
- The provision of official representation at various levels.
- Such other activities as its Members may require.

5. Forms of membership

There shall be 3 forms of membership:

A. Ordinary Membership

All individuals who are part of the existing postdoctoral community within the School of Archaeology as outlined in Section 2 are deemed to be automatically Members of SPECTRA.

B. Discretionary Membership

Individuals falling outside the categories outlined in Section 2 may be awarded membership of the society by a vote of the committee. The appointment of any Discretionary Members must be officially reported to the society at the next meeting.

C. Emeritus membership

Former members, having passed on to another stage in their careers, either within or without the University may retain their membership in the Society, and be invited to share their experiences from time to time at special events. They will have no voting rights, and they may be asked to leave meetings for closed business or sensitive discussions. Such individuals may be awarded membership of the society by a vote of the committee. The appointment of any Emeritus Members must be officially reported to the society at the next meeting.

6. Voting arrangements for Members of the Society

A meeting of the society is deemed to be quorate when six members of the society are present (including any members of the standing committee) or when the entire standing committee is present with an equal number of Ordinary Members.

- At all meetings of the Society, votes in elections or on proposals or motions properly proposed, shall be by a show of hands of those Members present and shall be passed by a majority of those Members present so long as there is not a majority of those present who abstain in a vote in which case the motion proposed shall fail. In the event of a tied vote then the Chair(s) shall have a casting vote.
- Any proposal to amend this constitution of the Society must be put to either an Annual General Meeting of the Society or to a properly called Extraordinary General Meeting for a majority vote of those Members present as set out in 5A above, following which any agreed proposals shall be put to all Members of the Society.
- Proposals to amend this constitution must be submitted in detail to the Secretary at least 21 days before the AGM where proposals are to be discussed.
- Any proposals to change the purpose and aims of the Society must be agreed by a majority of Members of the Society.

7. Committee

It shall be the responsibility of the Committee to make the necessary administrative arrangements for the running of the Society. **At the Annual General Meeting (AGM) of the Society the Members present shall elect the following members of the committee. Each elected member must stand for re-election each AGM, and no member may hold the same role for more than 2 consecutive years.** The Committee of the Society shall be made up of between 2 and 6 members unless the society decides otherwise at the AGM. At the AGM, the Members present shall elect a Committee from which the following roles shall be filled on an annual rotation, or as staffing permits:

- **Two Co-Chairpersons** who shall represent the Society in all public fora, most significantly, as the postdoctoral representatives on the School Board and School Committee and on other such School committees that require this representative. The Chairs will also represent (or nominate other members to represent) the Society and its members to the OxRSS (as Voice Representatives) and to any other committees at a Divisional or University level.
- A **Secretary** who will manage the Membership roll, take and disseminate the minutes of meetings, and liaise with administration to ensure good communication across the body of the School.
- A **Treasurer**, to manage expenditure and make an annual application to the Head of Department for continuation of funding for the Society's events.
- **Two Events Officers** who will organise activities and events to encourage networking within and beyond the School, team and community building, Career Development and so forth.
- **Website administrator**, who will design, and maintain the online presence of the Society which will promulgate greater participation across the Membership.

It shall be the responsibility of the Committee to make the necessary administrative arrangements for the running of the Society. The Committee shall have the power to appoint other Officer posts from

within the Membership for the period until the next AGM following, at which meeting the additional Officer post(s) shall be submitted to the membership for confirmation.

8. Resignations

If an Officer or Member of the Committee resigns the Committee may appoint someone from the Committee or co-opt a Member of the Society to the Committee to take their role up to the time of the next Annual General Meeting.

9. No benefit

No Member of the Committee shall benefit directly from the work of SPECTRA other than as any Ordinary Member of the Society might benefit, allowance being made however for reimbursement of out of pocket expenses properly incurred in carrying out SPECTRA duties.

10. Meetings

The Committee will decide how many meetings it will hold a year. Four meetings a year shall be the minimum.

11. The Society's Accounts

The society shall apply to the Head of Department of the School of Archaeology each year detailing the plans and purposes for which the funding will be used.

- The funds of the Society may only be used to achieve the purposes and aims of the Society.
- The funds of the Society shall be managed by the School of Archaeology finance department.
- No expenditure or contractual obligations on behalf of the Society may be incurred by any person, whether or not a member of the Society, without the authority of the Treasurer.
- Members undertaking any activity on behalf of the Society shall not be entitled to reimbursement of their expenses unless specifically agreed otherwise by the Committee. Persons employed by or contracted by the Society shall be reimbursed only in respect of expenses properly incurred in the course of business and duly authorised by the Treasurer. The Treasurer's expenses shall be authorised by the Chairs.

13. The Annual General Meeting

- An Annual General Meeting shall be held in Michaelmas term. There shall not be more than 12 months between AGMs.
- At the AGM the Chair will present a report outlining the activities of the Society in the previous year and how the funding of the Society has been used to carry out its purposes and aims. The Chair's report will be available to Members from the Society's website at least 7 days prior to the date of the AGM.
- Not less than 21 days before the date set for the Annual General Meeting, the Secretary shall circulate a notice announcing the date, time and place of the meeting and setting out any business and formal resolutions proposed by the Committee.
- Members wishing to propose matters in a formal resolution as business for the Annual General Meeting must give formal notice to the Secretary to this effect not less than 14 days before the meeting and the Secretary shall place a full notice of such resolutions on the Society website within 7 days of receipt.
- The Secretary shall ensure that a full agenda for the AGM with all matters proposed as formal resolutions shall be placed on the Society website at least 7 days before the date of the AGM, and shall alert all Members registered on the Society website of the availability of the Agenda and of the date, time and place of the AGM, by email.
- The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed or proceeding had, at any meeting.
- One of the Co-Chairs will preside at the Annual General Meeting of the Society but if at any meeting both Co-Chairs are unable or unwilling to preside, the role will fall to the to another member of the Committee.

- Minutes shall be taken of all Annual General Meetings and shall be distributed to the mail list within 14 days of the AGM. Once agreed as a true record and signed at the following AGM by the Chair at the time then the accepted version of the minutes shall be posted. Acceptance of the minutes by the subsequent AGM shall be sufficient evidence of the facts reported.
- Nominations for election to the Committee must be in the hands of the Secretary before the Annual/Extraordinary General Meeting begins. Nominations can be made by any Member of the Society and must be accompanied by confirmation from the person nominated that they are content to have their name put forward. Should nominations be greater than the number of places available, then election shall be by ballot of all those present using a simple majority vote.

14. Dissolution of the Society

If the Committee decides that the Society should be dissolved it should call an Extraordinary General Meeting of all Members, giving 21 days' notice. If the proposal to dissolve is confirmed by a two thirds majority of those present and voting, then the Committee shall pass any assets held by the Society to a local, like-minded body.

Constitution adopted January 24th 2020 with the majority support of the membership by Dr P. N. Hommel (Co-Chair) and Dr A. Ten Harkel (Co-Chair), witnessed by Dr Eleanor Farber (Secretary).

Last amended: Thursday 27 February 2020