

National Committee on Carved Stones in Scotland

The Constitution of the National Committee on Carved Stones in Scotland (NCCSS) agreed formally by the existing Committee on 27 October 2017.

NOTE that the NCCSS is NOT a registered charity or other legal body, but Members (defined below) agree to uphold and abide by this Constitution.

1. NAME

1.1 The name of the Committee is the National Committee on Carved Stones in Scotland (hereinafter called 'the Committee').

2. OBJECTS

2.1 The Committee exists to draw attention to the threats to carved stones of all periods in or from Scotland, to promote their understanding and appreciation, and to encourage a common approach to their recording and preservation.

3. GENERAL OPERATING PRINCIPLES

3.1 The Committee shall strive to operate in an inclusive and open spirit of transparency, collaboration, partnership and free exchange of views, in the best interests of Scotland's carved stones.

3.2 The Committee shall operate on an agreed statement of etiquette and effectiveness agreed by a majority of Members through a process agreed from time to time by the Committee.

4. MEMBERSHIP

4.1 The NCCSS shall be an independent body of national organisations (Organisational Members) who have an interest in carved stones and support the objects of the Committee, plus an independent Chairperson, and co-opted Individual Members who also support the objects of the Committee.

4.2 All applications to become either Organisational Members or Individual Members of the Committee must be made using the procedure agreed from time to time by a majority of the Committee and must have the approval of the majority of the Committee.

4.3 All Organisational Members of the Committee must nominate a single Representative and, if possible, a Deputy, to attend the Committee. Representatives and their Deputies shall act as the conduit between the Member Organisation and the Committee, contributing views and, where necessary, decisions on behalf of the Member Organisation, and keeping that Member Organisation informed of the Committee's discussions, decisions and activities. If

the Representative or Deputy leaves the Member Organisation they shall cease to be able to attend the Committee unless they become an Individual Member.

4.4 Organisational Members, co-opted Individual Members, the Chairperson, Depute Chairperson, Secretary and Treasurer may sit on the Committee for up to five years, but may re-join or be reappointed as required by majority agreement of Committee through a process agreed from time to time by the Committee.

5. HONORARY OFFICERS

5.1 At defined meetings, the Committee shall elect a Chairperson, Depute Chairperson, Secretary and Treasurer, and such other Honorary Officers as it shall from time to time decide by a majority of Members.

5.2 The Chairperson shall be an expert whose specialist knowledge includes carved stones of any chronological period from prehistory to contemporary times, and whose employment (if any) will not cause conflict of interest. The Chairperson will not be an employee of or otherwise represent a Member Organisation.

5.3 The office of Chairperson may be occupied for up to five years, but can be reappointed for a further five years with the approval of not less than two thirds of those present and voting at a meeting of the Committee.

5.4 Other Honorary Officers shall be appointed by and from the Individual Members and Representatives of Organisational Members of the Committee by agreement of a majority of Members through a process agreed from time to time by the Committee.

5.5 A minute taker may be appointed who does not have voting rights and who is not considered a Member of the Committee. Alternatively a minute taker may be a Member of the Committee.

6. STATEMENTS BY THE COMMITTEE

6.1 Public statements may be issued on behalf of the Committee by the Chairperson where the issue in question relates to the work of the Committee and where the broad principles of the statement have been agreed at a meeting, or by other communication (such as mail, email, telephone, video conference), so that it has been ascertained that the views expressed are supported by the majority of Members. Statements on novel and contentious issues should be referred to, and require the explicit approval of, all Members.

7. RULES OF PROCEDURE

7.1 The Committee shall normally meet at least three times each year.

7.1.1 The quorum for any meeting shall consist of one third of the Members including the Chairperson or Depute Chairperson.

7.2 Save as otherwise herein provided, all questions raised at any meeting shall be decided by a simple majority of those present and entitled to vote. Only Members and the Chairperson are entitled to vote.

7.3 Members unable to attend meetings, notice of which has been timeously circulated, may cast their votes on relevant matters by notifying the Committee in writing in advance, and the Chairperson or Depute will cast votes on their behalf.

7.4 The Chairperson (or Depute if the Chairperson is not present) has the deciding vote in the case of a tie.

7.5 In the event of any possible conflict of interest arising between the Committee's work and any Honorary Officer's employment, Individual Member's employment or role as a Representative of an Organisational Member, that interest shall be declared and that Officer, Member or Representative shall be excluded from any vote on the matter.

7.6 Non-Members may be invited to attend meetings if the Committee wishes to seek specific information or advice outwith the expertise of existing members.

7.7 In the event of the absence of the appointed minute taker, the Minutes of the meeting shall be taken voluntarily by Members of the Committee. The Minutes shall in any case be initially viewed and commented on by the Chairperson and circulated to the Committee at least seven days in advance of the next meeting. The Committee shall approve the Minutes at the next meeting by majority vote, or by other written majority agreement (e.g. by email) if rapid approval is required.

8. ALTERATIONS TO THE CONSTITUTION

8.1 Any alterations to the Constitution shall require the assent of not less than two-thirds of the members of the Committee present and voting (see 7) at a meeting for that purpose provided that notice of any such alteration shall have been received by the Chairperson in writing in time for circulation with the notice of such a meeting. At least 28 days notice shall be given for such a meeting.

9. DISSOLUTION

9.1 If the Committee by a simple majority decide at any time that it is necessary or advisable to dissolve the Committee, it shall call a meeting of all Members giving not less than 28 clear days notice and stating the terms of the Resolution to be proposed thereat. If such decision to dissolve the Committee is confirmed by a two-thirds majority of those present and voting (see 7) at such a meeting the decision shall take effect immediately.