

THE SCHEDULE

THE STATUTES

1. These Statutes shall be read with the Charter of the Institute and words and expressions used herein shall, if not inconsistent with the subject or context, bear the same meaning as in the Charter.
2. Unless the contrary appears from the context words importing the singular number only shall include the plural number and vice versa and words importing the masculine gender only shall include the feminine and vice versa and words importing persons shall include Corporations.

Membership of the Institute

3. Until otherwise determined by the Institute in General Meeting there shall be the following classes of Members, that is to say:-
 - (a) Life Members who upon admission to the Institute shall pay a life subscription to the Institute.
 - (b) Ordinary Members who shall pay an annual subscription to the Institute.
 - (c) Associate Members who shall pay a reduced subscription and have limited benefits.
 - (d) Honorary Members who shall be elected by the Council and who need pay no subscription.
 - (e) Subscribing Library Members who shall pay an annual subscription.
4. Subject to the provisions of the Statutes hereunder written:-
 - (i) A person who is admitted to membership as a Life Member shall within one month after his election pay an amount equal to whichever is the larger of the following sums, viz:-
 - (a) £20, or
 - (b) the sum remaining after deducting from £30 the sum of 5s. For each year of the member's age at the date of his election.
 - (ii) A person who is admitted as an Ordinary Member shall pay an annual subscription of One Guinea.
 - (iii) Life Members and Ordinary Members, whose annual subscriptions are not in arrears, shall have all the rights and privileges of membership of the Institute and shall be entitled to receive a copy of the current number of The Archaeological Journal gratuitously and to introduce friends at all meetings other than General Meetings.
 - (iv) An Associate Member shall not be entitled either (a) to receive a copy of the current number of The Archaeological Journal gratuitously, or (b) to use the library of the Society of Antiquaries, or (c) introduce friends to meetings of the Institute. Subject as aforesaid an Associate Member whose subscription is not in arrears shall have all the rights and privileges accorded to Ordinary Members of the Institute. An Associate Member shall pay an annual subscription of 10s.
 - (v) An Honorary Member, although a Member, shall not be entitled to attend or vote at any General Meeting of the Society and, save that he shall be entitled to attend at meetings which are not General Meetings, he shall not have any of the rights or privileges of a Member save that of receiving a copy of the current number of The Archaeological Journal and notices of meetings subject to the provision mentioned hereafter under "Notices".
 - (vi) Subscribing Library Members shall each be entitled to receive a copy of the current number of The Archaeological Journal, and notices of meetings subject to the provision mentioned hereafter under "Notices", and to send a representative to these meetings. A Subscribing Library Member shall pay an annual subscription of £2.2s.0d.
 - (vii) Every person other than an Honorary Member shall within one month after his election pay an entrance fee of One Guinea together with his life subscription or

annual subscription for the then current year but so that if he is elected after the 1st October he shall not be charged an annual subscription for the then current year.

- (viii) Annual subscriptions shall be payable on the 1st January in each year.
 - (ix) A Member who shall have resigned but who wishes to rejoin shall be permitted so to do upon application without sponsors or further entrance fee provided the Council agrees.
 - (x) The Council may, if they think fit, discontinue the membership of any Member whose subscription is in arrears for more than one year; and upon any such discontinuance such Member shall thereupon cease to be a Member if a person who is elected as a Member shall fail to pay to the Institute all moneys payable by him upon election the Council may give him notice that unless he do so within three weeks after such notice his election may be treated as void. Upon failure to comply with such a notice the Council may, if they think fit, declare the election of such person to be void.
5. The Institute may without the approval of the Lords of Her Majesty's Most Honourable Privy Council at any time or times in General Meeting resolve to alter any of the subscriptions respectively payable by the several classes of Members or any of them and any such alteration shall take effect accordingly. Provided that this power shall not enable the Institute without the prior approval of the Lords of Her Majesty's Most Honourable Privy Council to increase the said subscriptions or any of them more than twice the rates hereinbefore more particularly specified, but nothing in the foregoing provisions of this present paragraph shall authorise the Institute to require any additional subscription or other payment of money by any Life Member who became a Life Member prior to such resolution.

Meetings of the Institute

6. The Institute shall hold a General Meeting in every calendar year after that of the first General Meeting at such time and place as may be determined by the Council, and shall specify the meeting as such in the notices calling it.
7. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings and the expression "General Meeting" in these Statutes shall include only Annual General Meetings and Extraordinary General Meetings.
8. The Council may whenever they think fit and shall within 28 days of the receipt of a requisition in writing of not less than forty Members of the Institute, which may consist of several documents in like form signed by one or more of the requisitionists stating the objects of the meeting, convene an Extraordinary General Meeting of the Institute.
9. The Council shall also from time to time convene Local Meetings of the Institute to be held in one of the Cities or principal Towns in the United Kingdom or elsewhere outside London which shall extend over such number of days as the Council shall specify. The Council shall also convene meetings of the Institute to be held at such monthly or other intervals in London or elsewhere as the Council shall think fit. The Council shall from time to time fix such fees for attendance at such Local or other meetings and for excursions, the attendance of visitors at such meetings and make such rules and regulations regulating such meetings (either generally or in any particular case) and as to the attendance of Members and other persons and as to the person or persons who are to act as officers at any such meeting as the Council thinks fit.
10. Twenty-one days' notice at the least of every Annual General Meeting, and fourteen days' notice at the least of every other meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given), specifying the place, the day and the hour of meeting, and in the case of special business the general nature of that business, shall be given in manner hereinafter mentioned to such persons (including the Auditors) as are hereunder entitled to receive such notices from the Institute.
11. The Council may invite to any meeting other than a General Meeting such persons as the Council thinks fit.
12. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice hereof shall not invalidate any resolution passed, or proceeding taken, at any meeting.

13. The ordinary business at each Annual General Meeting shall be the consideration of the income and expenditure account and balance sheet, and the reports of the Council and of the Auditors, the election of Members of the Council in place of those retiring, and the appointment, and fixing of the remuneration, if any, of the Auditors. All other business and all business at any Extraordinary General Meeting shall be deemed special.
14. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided ten Members personally present shall be a quorum.
15. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or such place as the Chairman shall appoint, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the Members present shall be a quorum.
16. The President of the Institute shall preside as Chairman at every General Meeting but if at any meeting he shall not be present within five minutes after the time appointed for holding the same, or shall be unwilling to preside, the Senior Vice-President present shall take the Chair, or if no Vice-President shall be present, or all Vice-Presidents present decline to take the chair, the Members present shall choose some Member of the Council, or if no such Member be present, or if all the Members of the Council decline to take the chair, they shall choose some Member of the Institute who shall be present to preside.
17. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn a meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid the Members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.
18. At all General Meetings a resolution put to the vote of the meeting shall be decided on a show of hands by a majority of the Members present in person and entitled to vote, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chairman or by at least five Members present in person. Unless a poll be so demanded a declaration by the Chairman of the meeting that a resolution has been carried, or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Institute shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against that resolution.
19. Subject to the provisions of the next succeeding paragraph, if a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the Chairman of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
20. No poll shall be demanded on the election of a Chairman of a meeting, or on any question of adjournment.
21. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting shall be entitled to a second or casting vote.
22. The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

Votes of Members

23. Subject as hereinbefore and hereinafter provided, every Member (other than an Honorary Member and a Subscribing Library Member) shall have one vote.
24. Save as herein expressly provided, no Member other than a Member who shall have paid every subscription and other sum (if any) which shall be due and payable to the Institute in respect of his membership, shall be entitled to vote in person on any question at any General Meeting.

The Council

25. Until otherwise determined by the Institute in General Meeting, the number of Vice-Presidents being Members of Council shall be six and the number of Ordinary Members being Members of the Council shall be twenty-four. In addition the persons for the time being holding the offices of Honorary Treasurer, Honorary Secretary and Honorary Editor of The Archaeological Journal and the Meetings Secretary shall, until otherwise determined by the Institute in General Meeting, be ex-officio Members of the Council.
26. At the first General Meeting, and at every succeeding Annual General Meeting one of the Vice-Presidents and one-fourth of the Ordinary Members, or if their number is not a multiple of four then the number nearest to one-fourth, shall retire from office.
27. The Vice-President to retire and the Ordinary Members of the Council to retire shall be he or those who have been longest in office since his or their last election. As between Vice-Presidents of equal seniority, or Ordinary Members of equal seniority, the person or persons to retire shall in the absence of agreement be selected from among them by lot. The length of time a Vice-President or Ordinary Member has been in office shall be computed from his last election and for this purpose each of the present Vice-Presidents and Ordinary Members of the Council shall be deemed to have been elected on the respective dates on which they were respectively elected to membership of the Council of the Company.
28. No Vice-President and no Ordinary Member of the Council who retires by rotation at any Annual General Meeting of the Council shall be eligible for re-election until the Annual General Meeting next following that at which he retires.
29. Each President shall hold office for three years and so that for the purposes of this provision a year shall be the period between the holding of one Annual General Meeting and the holding of the next. The President holding office on the date of the Charter shall be deemed to have held office from the time he was elected President of the Company. A retiring President shall not be eligible for re-election until the Annual General Meeting next following that at which he retires.
30. In or accompanying the notice of every Annual General Meeting the names of any retiring President and of each retiring Vice-President and Ordinary Member of the Council and the names of the persons proposed by the Council to fill their places shall be circulated to the Members of the Institute. No person not so proposed to fill a vacancy shall be eligible for office on the Council at any such General Meeting, unless within the prescribed time before the day appointed for the meeting, there shall have been given to the Secretary notice in writing, by some Member duly qualified to be present and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing, signed by the person to be proposed, of his willingness to be elected. The prescribed time above mentioned shall be such that, between the date when the notice is served, or deemed to be served, and the day appointed for the meeting there shall be not less than three nor more than twenty-eight intervening days.
31. The Institute may from time to time in General Meeting increase or reduce the number of Members of the Council, and determine in what rotation such increased or reduced number shall go out of office, and may make the appointments necessary for effecting any such increase.
32. The Institute may by resolution passed at any General Meeting remove any Member of the Council before the expiration of his period of office, and may appoint another person in his stead; but any person so appointed shall retain his office so long only as the person in whose place he is appointed would have held the same if he had not been removed.
33. The Council may from time to time and at any time appoint any Ordinary Member of the Institute as a Member of the Council to fill a casual vacancy. Any Member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election.
34. No person who is not a Member of the Institute shall in any circumstances be eligible to hold office as a Member of the Council.
35. The office of a Member of the Council shall be vacated:-

- (a) If he cease to be a Member of the Institute.
- (b) If by notice in writing to the Institute he shall resign his office.
- (c) If he shall be removed from office by a resolution duly passed at any Meeting of the Institute.
- (d) If he shall become of unsound mind.

Proceedings of the Council

- 36. The Council may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business. Unless otherwise determined five shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a second or casting vote.
- 37. Six Members of the Council may, and on the request of six Members of the Council the Secretary shall, at any time, summon a meeting of the Council by notice served upon the several Members of the Council.
- 38. The President shall be the Chairman of the Council and in his absence for any reason the Senior Vice-President present shall act for him. If no Vice-President is present or willing to preside, Members of the Council present shall choose one of their numbers to be the Chairman of the meeting.
- 39. A meeting of the Council at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Institute for the time being vested in the Council generally.
- 40. The Council may delegate any of their powers to committees consisting of such Member or Members of the Institute as they think fit, and any committee so formed shall, in the execution of the powers so delegated, conform to any regulations imposed on it by the Council. The meetings and proceedings of any such committee shall be governed by the provisions of these Statutes for regulating the meetings and proceedings of the Council so far as applicable and so far as the same shall not be superseded by any regulations made by the Council as aforesaid.
- 41. All acts bone fide done by any meeting of the Council or of any committee of or appointed by the Council, or by any person acting as a Member of the Council, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Member of the Council.
- 42. The Council may by resolution passed at a Council meeting appoint such persons as it thinks fit to act as Officers of the Society, with the exception of the Honorary Auditor and the Council shall cause proper minutes to be made of all appointments of officers made by the Council and of the proceedings of all meetings of the Institute and of the Council and of committees of the Council, and all business transacted at such meetings, and any such minutes of any meeting, if purported to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
- 43. A resolution in writing signed by all the Members for the time being of the Council or of any committee of the Council who are duly entitled to receive notice of a meeting of the Council or of such committee shall be as valid and effectual as if it had been passed at a meeting of the Council or of such committee duly convened and constituted.
- 44. Subject to the Charter and the Statutes the Council may from time to time and at any time make alter or revoke regulations for the conduct of the business or affairs of the Institute: Provided however that notice of an intention to propose any amendment or annulment of the existing regulations or the making of any new regulations shall have been given in the notice calling such meeting.
- 45. Subject to the Charter and the Statutes the Council shall have power to make and when made to vary regulations governing the procedure at its meetings and the mode of convening the same.

Investments

46. Moneys of the Institute requiring investment may be invested:
- (1) In or upon any investments authorised by Part I nor II of the First Schedule to the Trustee Investments Act, 1961, as amended from time to time, or
 - (2) In or upon any of the securities of the government of any country within the Commonwealth, or of the government of any province or state within any such country that has a separate legislature, or of the government of the United States of America; or
 - (3) In or upon any mortgages or other securities of any municipality, county or district council or local or public authority or board in any country within the Commonwealth, or in any province or state within any such country, or in the United States of America: or
 - (4) In or upon any mortgages or other securities the capital whereof or a minimum rate of interest or dividend whereon is guaranteed by the government of any country within the Commonwealth, or of any province or state within any such country that has a separate legislature, or by the government of the United States of America; or
 - (5) In or upon bonds, debentures, debenture stock or mortgages or the fully paid guaranteed or preference or ordinary stock or shares or ordinary preferred or deferred or other stock or shares of any company incorporated either by Royal Charter or under any general or special Act of the United Kingdom Parliament or any general or special enactment of the legislature of any other country within the Commonwealth or of the United States of America, having an issued and paid up share capital of at least £750,000 or its equivalent at the current rates of exchange, being stocks or shares which are quoted upon a recognised stock exchange in any country within the Commonwealth or the United States of America, and so that in the case of a company having shares of no par value such paid up capital shall be deemed to include the capital sum (other than capital surplus) appearing in the company's accounts in respect of such shares. Provided always that no investment shall be made in any ordinary stocks or shares unless the Company shall have paid dividends thereon at the rate of at least 5 per centum per annum for at least four years prior to the date of investment, or, in the case of shares having no par value, the Company shall have paid a dividend thereon for at least six years prior to the date of investment, and that the total amount at any time standing invested in investments of the nature described in this sub-paragraph (whether authorised by this sub-paragraph or otherwise) as shown by the books of the Institute shall not exceed 66²/₃ per centum of the total amount at such time standing invested in any of the investments hereby authorised as appearing by such books. For the purpose of valuing the investments authorised by this sub-paragraph and held by the Institute the minimum price to be taken for each security shall be the cost price thereof to the Institute,; or
 - (6) In the purchase of freehold ground rents or freehold or leasehold land, messuages, tenements and hereditaments within the United Kingdom, provided that as regards leaseholds, the term thereof shall have at least sixty years to run; or
 - (7) Upon the security of freehold property, freehold ground rents, land charges or rent charges, by way of first mortgage, up to the limit of two-thirds of the value.

Notices

47. A notice may be served by the Institute upon any Member, either personally or by sending it through the post in a prepaid letter, addressed to such Member at his registered address as appearing in the register of the Members.
48. Every Member of the Institute shall be entitled to be served with notices of all meetings of the Institute other than Council or committee meetings, and every Member of the Council shall be entitled to be served with notices of all Council meetings of the Institute notwithstanding that such Member or Council Member as the case may be is absent from the United Kingdom: Provided that such Member or Council Member has given to the Institute an address for service of notices which

said address need not be within the United Kingdom.

49. Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.

The Seal

50. The seal of the Institute shall not be affixed to any instrument except by the authority of a resolution of the Council, and in the presence of at least three Members of the Council who shall sign every instrument to which the seal shall be so affixed in their presence, and in favour of any purchaser or person bona fide dealing with the Institute such signatures shall be conclusive evidence of the fact that the seal has been properly affixed.

AMENDMENTS TO THE SCHEDULE FROM 1976 TO 1991

THE STATUTES

At the Council Chamber, Whitehall the 8th Day of January 1976

BY THE LORDS OF HER MAJESTY'S MOST HONOURABLE PRIVY COUNCIL

WHEREAS the Council of the Royal Archaeological Institute has duly made alterations to the Statutes of the Institute:

AND WHEREAS the said alterations have been submitted to the Lords of the Privy Council for approval:

NOW THEREFORE, Their Lordships, having taken the said alterations to the Statutes into consideration, are pleased to approve the same as set forth in the Schedule to this Order.

N.E.Leigh

SCHEDULE

ALTERATIONS TO THE STATUTES OF THE ROYAL ARCHAEOLOGICAL INSTITUTE REFERRED TO IN THE FOREGOING ORDER

In Statute 4.

- (a) in sub-paragraph (a) of paragraph (I) delete the sum of "£20" and substitute the sum of "£50"
- (b) in sub-paragraph (b) of paragraph (I) delete the sums of "£30" and "5s" and substitute the sums of "£75" and "50p" respectively;
- (c) in paragraph (ii) delete the words "One Guinea" and substitute the sum of "£5";
- (d) in paragraph (iv) delete the sum of "10s" and substitute the sum of "£2"
- (e) in paragraph (vi) delete the sum of "£2 2s.0d" and substitute the sum of "£7.50".

NOTICE is hereby given that an Extraordinary General Meeting of the Institute will be held in the Rooms of the Society of Antiquaries of London on Wednesday 10 December 1980 at 4.45 p.m. when the following resolutions will be put before the members of the Institute, as required by the Statutes and having been passed by the Council on 15 October 1980.

- (a) that until otherwise determined by the Institute in general meeting, the class of Life Membership shall be placed in abeyance, but without prejudice to the status, rights and privileges of existing Life members;
- (b) that in Statute 4 (ii) for the sum of £5 read £10
that in Statute 4 (iv) for the sum of £2 read £3
that in Statute 4 (vi) for the sum of £7.50 read £10
that in Statute 4 (vii) for the sum £One Guinea read £2.
- (c) that the alterations to the rates listed above under Statute 4 sub-paragraphs ii,iv,vi and vii are to operate from 1 January 1982.

15 October 1980

S.D.T.SPITTLE
Honorary Secretary

NOTE: Statute 4 (ii) refers to Ordinary Members
Statute 4 (iv) refers to Associate Members
Statute 4 (vi) refers to Libraries
Statute 4 (vii) refers to Entrance fee

THIS AGREED AT EXTRAORDINARY GENERAL MEETING ON 10th DECEMBER 1980

AT THE COUNCIL CHAMBER, WHITEHALL

The 10th Day of February 1981

BY THE LORDS OF HER MAJESTY'S MOST HONORABLE PRIVY COUNCIL

WHEREAS the Council of the Royal Archaeological Institute have duly made alterations to the Statutes of the Institute:

AND WHEREAS the said alterations have been submitted to the Lords of the Privy Council for approval:

NOW, THEREFORE, Their Lordships, having taken the said alterations to the Statutes into consideration, are pleased to approve the same as set forth in the Schedule to this Order.

N.E. Leigh

SCHEDULE

ALTERATIONS TO THE STATUTES OF THE ROYAL ARCHAEOLOGICAL INSTITUTE REFERRED TO IN THE FOREGOING ORDER

In Statute 4.

- (a) delete paragraph (x) and substitute the following:-
 - (x) The Council may, if they think fit, discontinue the membership of any member-
 - (a) whose subscription is in arrear by more than six months, or
 - (b) who, in the opinion of the Council, has acted or conducted himself in a manner which has or was likely to have brought the Institute into disrepute, or which in the opinion of the Council was damaging to the Institute or its purposes or inconsistent with membership of a learned society, and upon any such discontinuance such Member shall thereupon cease to be a Member.
- (b) add a new paragraph (xi) as follows:-
 - (xi) If a person who is elected as a Member shall fail to pay to the Institute all moneys payable by him upon election the Council may give him notice that unless he do so within three weeks after such notice his election may be treated as void. Upon failure to comply with such a notice the Council, may, if they think fit, declare the the election of such person to be void.

AT THE COUNCIL CHAMBER, WHITEHALL

The 22nd Day of February 1989

BY THE LORDS OF HER MAJESTY'S MOST HONOURABLE PRIVY COUNCIL

WHEREAS the Council of the Royal Archaeological Institute have duly made alterations to the Statutes of the Institute:

AND WHEREAS the said alterations have been submitted to the Lords of the Privy Council for approval:

NOW THEREFRE, Their Lordships having taken the said alterations to the Statutes into consideration, are pleased to approve the same as set forth in the Schedule to this Order.

G.I.de Deney

SCHEDULE

ALTERARTIOS TO THE STATUTES OF THE ROYAL ARCHAEOLOGICAL INSTITUTE REFERRED TO IN THE FREGOING ORDER

In Statute 4.

- (a) in sub-paragraph (ii) for "£5" substitute "£15"
- (b) in sub-paragraph (iv) for "£2" substitute "£5";and
- (c) in sub-paragraph (vi) for "£7.50" substitute "£20"

AT THE COUNCIL CHAMBER, WHITEHALL

The 24th Day of July 1991

BY THE LORDS OF HER MAJESTY'S MOST HONOURABLE PRIVY COUNCIL

WHEREAS THE Council of the Royal Archaeological Institute have duly made an alteration as set out in the Schedule to this Order:

AND WHEREAS the said alteration has been submitted to the Lords of the Privy Council for approval:

NOW HEREOF, Their Lordships, having taken the said alteration to the Statutes into consideration, are pleased to approve the same.

G.I. de Doney

SCHEDULE

ALTERATION TO THE STATUTES OF THE ROYAL ARCHAEOLOGICAL INSTITUTE REFERRED TO IN THE FOREGOING ORDER

In Statute 4 (ix) delete "Sponsors or".