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## 1. NAME

The name of the organisation shall be The United Kingdom Registrars' Group, herein after referred to as the UKRG.

## 2. OBJECTIVES

The objectives of the UKRG shall be:

- To provide a forum for communication between members of the UKRG with the aim of fostering the exchange of ideas and expertise, and to encourage understanding, respect and co-operation between members working in the same fields. To identify problems in common and the means to resolve them.
- To provide a forum for communication and co-operation between registrars and professionals in other related fields. To increase an awareness and understanding of the role of the Registrar and to give the profession a structure and identity within the museum community.
- To strengthen the profession and represent the views and interests of the membership both in the U.K. and abroad, and in so doing, to strengthen the museum profession within the UK.
- To actively establish and promote standards of good professional practice by means of publication, seminars and workshops and to promote and support the creation and maintenance of national and international standards in relevant fields of work.

## 3. MEMBERSHIP

- Full membership of the UK Registrars' Group shall be open to all those members of staff in museums, art galleries, heritage centres or any other organisation similarly involved in the collection, preservation, interpretation and/or display of materials of cultural and scientific importance, and who are involved with the management of those collections, with particular responsibility for documentation and records, physical care, maintenance and movement.
- Membership will be offered also to any company that provides a specialist service to museums. These can include case constructors, insurance companies, shippers etc. These members will be known as corporate members, and will be charged an annual subscription rate set by the committee.
- Each company will have one designated member whose name will be listed and who will be entitled to the privileges. That one person will be the contact for the Group. He/she can send a substitute to meetings. Corporate members will receive the newsletter, membership list, free

attendance to the Annual party for at least two members, and will be allowed at least two places per company for UKRG open meetings. Any additional members from the company who wish to attend open meetings will be agreed by the standing committee. Corporate members will eligible to attend the Annual General Meeting.

- Corporate members will not be eligible to vote in the UKRG annual committee elections, nor will they be eligible for nomination to the committee.
- Corporate members must abide by UKRG's conditions and agree not to pass the membership list to any third party, nor to list on their stationery or advertising that they are members of the UKRG or to imply that UKRG sanctions their business.

#### **4. OFFICERS**

The officers of the UKRG shall be:-

- Chair
- Secretary
- Treasurer
- Membership Secretary
- Corporate Officer
- Events Secretary (2 posts)
- Web Editor
- Web Officer
- Supporting Member

#### **5. COMMITTEE**

- The UKRG shall be managed by a Committee which shall consist of the Officers as outlined in 4 above.
- Any members of the Committee shall be eligible for re-election after one year out of office.
- The entire Committee shall meet within six weeks following the AGM with the purpose of formulating a strategy for the following twelve months.
- The Committee shall commit to meeting no less than five times in the twelve months between AGMs.
- Committee members should attend no fewer than four of these five meetings. Any members failing to attend these meetings in their first year shall agree to stand down at the following AGM.
- To facilitate attendance, UKRG will meet all reasonable expenses incurred by Committee members travelling outside their usual areas of work or home. Committee members must always travel standard class.
- As a courtesy measure, Committee members should always inform each other in advance of absences of a duration longer than five working days.
- In the event that a Committee member is unable to fulfil their UKRG obligations, the member should contact the Chair and/or Secretary at the earliest opportunity to discuss how best to proceed.

- Committee members are offered the opportunity to attend the next European Conference, either within or immediately following their term of office, with a bursary from UKRG.

## **6. GENERAL MEETINGS**

- There shall be three meetings annually of the UKRG which will be held within the months of March, June and October.
- One or more meetings shall be held at a venue outside London.
- In addition, the UKRG may organise a Christmas party or event at a date in November, December or January, to be agreed by the membership.

## **7. ANNUAL GENERAL MEETING**

- The Annual General Meeting (hereafter AGM) shall be held in October for the purpose of:-
  - Receiving a report by the Committee
  - Receiving an audited annual statement of accounts
  - Electing Officers to the Committee
  - Confirming the subscription for the coming year
  - Appointing an Auditor and dealing with any other business
- Notice of the AGM shall be given not less than one calendar month beforehand. The Quorum of an AGM shall be 15 members who must include the Chair, Secretary or Treasurer.
- Decisions at an Annual General Meeting shall be decided by a simple majority of those present and entitled to vote. Each full member of the UKRG shall be entitled to one vote at the AGM.
- Notice of an intention to propose a resolution at an AGM must reach the Secretary not later than fourteen days before the date of the meeting.

## **8. ELECTIONS TO THE COMMITTEE**

### **Nominations**

- A notice inviting nominations for election to the Committee shall be circulated with papers for the June meeting
- Nominations, duly proposed by members of the UKRG, and confirming the willingness of the nominee to stand for election, must be sent, in writing, to the Secretary.
- All nominations must be received by 1 September

### **Ballot paper**

- To ensure that all members have the opportunity to vote, ballot papers for elections will be posted to all members by 30 September
- Anyone who is unable to attend the AGM should send their postal vote, clearly marked 'UKRG ELECTION' to the Secretary, to arrive no later than 3 days before the meeting

### **Additional members and sub-committees**

- The committee shall have the power to fill any vacancy until the next AGM, and to co-opt such

additional members as they think necessary, and to appoint sub-committees with delegated powers.

## **9. SUBSCRIPTIONS**

### **Annual subscriptions**

- All members of the UKRG shall pay an annual subscription, fixed at an AGM on the recommendation of the Committee.
- This subscription shall be due on 1 September each year.
- Members joining after 1 June and before 1 September shall be eligible for membership for the year following.

### **Subscriptions in Arrears**

- Any member whose subscription is in arrears for three months shall be notified to that effect, and if payment is not made within four weeks, membership of the UKRG shall cease.

## **10. TERMINATION OF MEMBERSHIP**

- The Committee may terminate the membership of any member:-
  - For non-payment of subscriptions (see 9 above)
  - If a member's employment changes from 'eligible' category to one deemed inappropriate
  - For unprofessional conduct
- The decision to terminate a membership shall be made by a majority vote of all members, with a majority vote on the full Committee. Any person or body ceasing to be a member shall, if the Committee sees fit, forfeit all rights to claim upon the UKRG, its funds and property.

## **11. MAXIMUM LIABILITY OF UKRG**

The maximum liability which members of the UKRG (whether or not members of the Committee) shall incur on behalf of the UKRG shall be limited to an amount not exceeding one year's subscription.

## **12. FINANCIAL YEAR**

- The Financial year of the UKRG shall end on 31 August
- At the discretion of the Committee, the Treasurer may reimburse members for expenses reasonably incurred on behalf of the UKRG. Payment requires the signature of both the Treasurer and one other member of the Committee.
- The Treasurer will not automatically reimburse travelling expenses for members attending meetings. Instead, members (including those serving on the committee) may apply, in advance, for a bursary to cover in full, or part, their travel costs for the UKRG meeting they wish to attend. The number of bursaries awarded per event, as well as the maximum and minimum amount that can be reimbursed per event, shall be set by the committee according to the available funds of the UKRG, and shall be limited to one travel bursary per member (including those serving on the committee) per financial year.

### **13. AMENDMENTS TO THE CONSTITUTION**

- Proposed amendments, duly seconded by a member of the UKRG, shall be lodged with the Secretary by 1 September, so that 21 days notice therefore can be given to all members
- Adoption of amendments shall be by a two thirds majority vote of all members, at a Special General Meeting or at the AGM.

### **14. DISSOLUTION OF THE UKRG**

Dissolution of the UKRG shall be effected only by resolution of a Special General Meeting. Any such resolution shall provide for the disposal of the Group's assets solely to The Museums' Association.

Constitution adopted at the 1992 AGM  
Amended 1994 AGM  
Amended 1996 AGM  
Amended 2003 AGM  
Amended 2005 AGM  
Amended 2006 AGM  
Amended 2008 AGM  
Amended 2010 AGM