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## CONTENTS

<b>Item</b>	<b>Page No.</b>
1. Recitals	1
2. Definitions	1
3. Objectives	1
4. Committee	1
5. Annual General Meeting	3
6. Events	3
7. Membership	3
8. Financial Arrangements	6
9. Subscriptions	7
10. Dissolution of UKRG	7
11. Amendments to the Constitution	7

## 1. RECITALS

- 1.1. The name of the organisation shall be the United Kingdom Registrars' Group, hereafter referred to as the UKRG.
- 1.2. The UKRG is an unincorporated private members' organisation.

## 2. DEFINITIONS

2.1. For the purposes of this Constitution, 'Registrar' shall be interpreted as:

**Any person working in a museum, art gallery, collection or similar organisation that has a stated remit to collect, preserve, interpret and/or display objects of artistic, historical or scientific importance, and who has a responsibility for carrying out and/or documenting one or more of the following activities:**

- Object entry, acquisition and disposal
- Loans management
- Collection care
- Object packing and logistics
- Exhibition installation
- Exhibition tour management
- Location control
- Indemnity and Insurance
- Interpretation and advice on legal and regulatory issues applicable to the sector

## 3. OBJECTIVES

- 3.1. To provide a forum for communication between UKRG members ('Members' or 'Membership'), and so fostering the exchange of ideas and expertise.
- 3.2. To actively establish and promote standards of professional practice by means of publications, seminars and workshops, and support the creation and maintenance of national and international standards in relevant fields of work.
- 3.3. To encourage and facilitate the professional development of Members.
- 3.4. To represent the views and interests of the Membership both in the UK and abroad.
- 3.5. To promote the profession of the Registrar.

## 4. COMMITTEE

- 4.1. The UKRG shall be managed by a Committee that will consist of the Officers outlined in 4.3.

4.2. The standard term of office shall be two years.

### **Officers**

4.3. The Officers of the UKRG shall be:

- Chair
- Secretary
- Treasurer
- Membership Officer
- Corporate and Development Officer
- Events Officers (2 posts)
- Web Editor
- Web Officer
- Professional Development Officer
- Supporting Officer

### **Nominations and Elections**

4.4. Officers shall be chosen by ballot.

4.5. A notice inviting nominations for upcoming vacancies on the Committee shall be circulated to Members with papers for the summer event.

4.6. All candidates must submit their nomination for the Committee, seconded by a Full Member, in writing to the Secretary by no later than four weeks before the AGM.

4.7. If a position on the Committee is contested, ballot papers for elections will be emailed to Members no less than two weeks before the AGM. The vote will be conducted by email and the result announced at the AGM.

4.8. If a post is contested and there are still vacant post(s) available, the candidates for the contested post will be offered the vacant post(s), which will be awarded on a first come first served basis. Following this, if there are still vacant posts, these will be re-advertised to the membership.

4.9. Officers shall be eligible for serving again after one year out of office.

### **Additional Officers and Sub-committees**

4.10. The Committee shall have the authority to fill any Officer vacancy until the next AGM, co-opt additional members as deemed necessary, and appoint sub-committees with delegated powers.

4.11. Co-opted and sub-committee officers shall be exempt from the one year rule outlined in section 4.9.

### **Service**

4.12. The Committee shall meet within six weeks of the AGM with the purpose of formulating a strategy for the following twelve months.

- 4.13. The Committee shall meet no fewer than five times in the twelve months between AGMs.
- 4.14. Officers should attend no fewer than four of these five Committee meetings.
- 4.15. In the event that an Officer is unable to fulfil their responsibilities on the committee, the Officer should contact the Chair and/or Secretary at the earliest opportunity to discuss how best to proceed.
- 4.16. Officers shall be offered a travel bursary to attend one European Registrars Conference ('ERC') either during or immediately after their term of office.
- 4.17. Officers completing a full two year term shall be entitled to two years waived subscription fees upon stepping down.

## **5. ANNUAL GENERAL MEETING**

- 5.1. The AGM shall be held in October for the purposes of:
  - Receiving a report by the Committee
  - Receiving an annual statement of accounts
  - Announcing the Elected Officers to the Committee
  - Confirming subscription rates for the coming year
  - Dealing with any other business
- 5.2. Notice of the AGM shall be provided no less than one calendar month before the AGM.
- 5.3. The Quorum of an AGM shall be 15 Full Members who must include the Chair and the Secretary or Treasurer.
- 5.4. Decisions taken at an AGM shall be decided by a simple majority of those present and entitled to vote. Each Full Member shall be entitled to one vote at the AGM.
- 5.5. Members may propose a resolution at an AGM; provided that notice of such an intention is given to the Secretary no later than fourteen days before the AGM.

## **6. EVENTS**

- 6.1. There shall be three general meetings ('Events') per year held at approximately quarterly intervals proceeding from the AGM (i.e. winter, spring and summer).
- 6.2. At least one Event shall be held at a venue outside London.
- 6.3. In addition, the Committee may host one evening networking Event.

## **7. MEMBERSHIP**

### **Full Individual Membership**

- 7.1 Full individual membership of the UKRG shall be open to any Registrar (as defined in Section 2) working in the UK (including those seeking work or on maternity leave)
- 7.2 The benefits and entitlements of full membership shall include, but not be limited to:
  - Attendance of UKRG events
  - Access to the membership list
  - Access to online resources
  - Eligibility to vote in Committee Elections and issues under discussion at the AGM
  - Eligibility to apply for UKRG travel bursaries
  - Eligibility to stand for election to the Committee

### **Student Membership**

- 7.3 Student membership shall be open to any registered student on a museum or heritage related course in the UK.
- 7.4 The benefits and entitlements of student membership shall include:
  - Attendance of UKRG events
  - Access to the membership list
  - Access to online resources
  - Eligibility to apply for UKRG travel bursaries
  - Student members shall not be eligible to vote in Committee Elections or at the AGM, or to stand for election to the Committee.
- 7.5 All Members' professional contact details shall be entered into the UKRG Membership List, which may be made available to the Membership for reference purposes.
- 7.6 All Members must abide by the UKRG's conditions as set out in this Constitution.

### **Companies and other Corporate Bodies**

- 7.7 Membership may be offered to any commercial company or organisation that provides a specialist collections care, risk management or other relevant ancillary service to the heritage sector, as determined by the Committee.
- 7.8 These members shall be known as Corporate Members and shall be charged an annual subscription rate set by the Committee.
- 7.9 Corporate Members shall receive the newsletter and Membership List.
- 7.10 Different levels of corporate membership with corresponding subscription rates and benefits may be offered at the discretion of the Committee.
- 7.11 Each Corporate Member shall designate one member of their staff to act as the main point of contact for the UKRG; their name shall appear on the Membership List and they shall be nominally entitled to the benefits and privileges of UKRG corporate membership.

- 7.12 The number of Corporate Members' staff permitted to attend the AGM, Events and evening networking Events may vary in accordance with the level of membership. Corporate Members may attend the AGM but will not be eligible to vote in elections to the UKRG Committee, nor will they be eligible for nomination to the Committee.
- 7.13 Corporate Members may not pass the Membership List to any third party.
- 7.14 Corporate Members may not mention UKRG on any company stationery, website or promotional literature or otherwise advertise their affiliation with UKRG without the express permission of the Committee.
- 7.15 Corporate Members must abide by UKRG's conditions as set out in this Constitution.

### **Supporter Membership**

- 7.16 Supporter Membership shall be open to any individual whose role does not fit the definition of a Registrar given at 2.1, but whose role provides consultancy and/or support with any of the activities outlined.
- 7.17 The benefits and entitlements of supporter membership shall include:
- Attendance of UKRG events
  - Access to the membership list
  - Access to online resources
- 7.18 Supporter members shall not be eligible to apply for UKRG travel bursaries, vote in Committee Elections or at the AGM, or to stand for election to the Committee.

### **Online Membership**

- 7.19 At a time when the Committee feels that it is appropriate, the UKRG will launch online only membership, on an individual basis. This shall be a reduced membership offer, for reduced fees (to be set by the Committee).
- 7.20 The benefits and entitlements of online membership shall include:
- Access to the membership list
  - Access to online resources
- 7.21 Online members shall not be eligible to attend UKRG events, apply for UKRG travel bursaries, vote in Committee Elections or at the AGM, or to stand for election to the Committee.
- 7.22 Online membership will be open to members based outside of the geographical British Isles (England, Scotland, Wales, Northern Ireland, the Republic of Ireland, Isle of Man, Jersey and Guernsey) who meet the definition of the role of the Registrar given at 2.1, OR to those working in a commercial company or organisation which is eligible for corporate membership.
- 7.23 Online members may not pass the membership list to a third party (including other employees of their institution, company or

organisation), nor may they mention UKRG on any website or promotional literature or otherwise. This membership category will be made available as and when the Committee decide that it is feasible and suitable to do so.

### **Termination of Membership**

7.24 The Committee may terminate or vary the membership of any Member:

- For non-payment of subscriptions (see 10.3);
- If a Member's professional status changes to one which the Committee deems inappropriate;
- For unprofessional conduct;
- Any person or body ceasing to be a Member, for whatever reason, shall forfeit all rights to claim upon UKRG, its funds and property.

## **8 FINANCIAL ARRANGEMENTS**

- 8.1 The UKRG's financial year shall end on 31 August.
- 8.2 To facilitate attendance at Committee meetings and Events, the UKRG will meet all reasonable expenses incurred by Officers travelling beyond their usual areas of work or home. Officers should always seek to minimise travel costs by taking advantage of advance booking offers and discounts whenever possible.
- 8.3 The Committee shall determine reasonable rates of expenses and the method of submitting claims and sign-off responsibilities. Evidence of expenditure will be required to substantiate all expense claims.
- 8.4 At the discretion of the Committee, the Treasurer may reimburse Members for expenses reasonably incurred on behalf of the UKRG.

### **Bursaries**

- 8.5 The Committee may offer bursaries for travel to Events, the ERC and for professional development.
- 8.6 Bursaries will only be available to Individual Members and shall be limited to one bursary per Member per financial year for UK events unless the bursaries are under-subscribed. In this case a Member may receive a second bursary within the same financial year, at the Committee's discretion.
- 8.7 Members who have received a bursary to attend a UK event will still be eligible to apply for a bursary to attend an international event within the same financial year.
- 8.8 If a Member wishes to apply for a bursary to attend an international registrarial event they should be able to demonstrate to the Committee how their attendance can also benefit Members and approval will be subject to the availability of funds. Applications to the Committee should be made with reasonable

notice. The bursary may be extended to all members and limited places funded by an application and draw method.

- 8.9 The number of bursaries awarded per year, as well as the maximum and minimum amount that may be reimbursed, shall be set by the Committee according to the available funds of the UKRG.
- 8.10 Bursaries may be awarded in full or in part.
- 8.11 Applications for Bursaries must be submitted to the Committee as directed in advance of the advertised closing date.
- 8.12 The Committee shall have full discretion in awarding bursaries and setting conditions. Selection criteria for awarding bursaries must be reasonable, fair and accountable.

#### **Maximum Liability of UKRG**

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

### **9. SUBSCRIPTIONS**

- 9.1 All Members of the UKRG shall pay either an annual or biannual subscription.
- 9.2 Subscription rates shall be recommended by the Committee and passed at an AGM.
- 9.3 Subscription rates for Members who are not based in the UK shall be subject to any bank charges for currency conversion.
- 9.4 Subscriptions 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 or two years following.

#### **Subscriptions in Arrears**

- 9.5 Any Member whose subscription is in arrears for three months shall be notified to that effect. If payment is not made within four weeks of such notification their membership of the UKRG shall cease.

### **10 DISSOLUTION OF UKRG**

Dissolution of UKRG shall be affected 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.

### **11 AMENDMENTS TO THE CONSTITUTION**

- 11.1 Amendments to this Constitution, duly proposed and seconded by Individual Members, shall be lodged with the Secretary by 1 September.

11.2 Adoption of amendments shall be by a two thirds majority vote at a Special General Meeting or AGM.

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

Amended 2012 AGM

Amended 2014 AGM

Amended 2016 AGM

Amended 2017 AGM

Amended 2018 AGM