

## **The Constitution of the Early Textiles Study Group**

Adopted on 16 September 2017 at a Special General Meeting

Modified on 2 June 2021 at an Annual General Meeting

Modified on 8 June 2022 at an Annual General Meeting

### **1. NAME**

1.1. The name of the organisation is the Early Textiles Study Group, hereinafter referred to as the ETSG.

### **2. STRUCTURE AND MANAGEMENT**

2.1. The ETSG is an unincorporated association.

2.2. It is administered by a Committee of Officers and not more than five other members elected at the Group's Annual General Meeting (AGM).

2.3. The Officers of the Committee are Chair, Treasurer, Secretary and Membership Secretary.

2.4. Each Officer serves for three years, renewable for one term. The Treasurer, Secretary and Membership Secretary can stand for election as Ordinary Members of the Committee at the end of their term of office.

2.5. Each Ordinary Member serves for three years, renewable for one term. In special circumstances, this can be extended for an extra year.

2.6. The Chair, Secretary and Treasurer will be elected in different years from each other, to help with continuity. The office of Chair may rotate between committee members on an *ad hoc* basis.

2.7. The Committee has the power to co-opt temporarily another member of the ETSG into the Committee when a special need arises, provided that the maximum number of nine committee members is not exceeded. Co-opted Members can stand for election as Officers or Ordinary Members of the committee after their task has been completed.

2.8. The Committee meets at least twice a year.

2.9. The quorum for decision-making at Committee meetings is five members, a number which can include committee members who attend remotely.

2.10. Voting at Committee meetings is by a show of hands. If the vote is tied, the Chair has the casting vote.

### **3. AIMS**

3.1. The Early Textiles Study Group was established as a forum for those who research textiles made in any part of the world before AD 1600. 'Textile' is here used as an umbrella term to cover all fibre products, including knitting, felt, lacework, braiding, basketry and cordage.

3.2. The purpose of ETSG is to advance knowledge and education in this field; to encourage and support those who study the subject; and to maintain professional standards.

3.3. Its principal aims are as follows.

3.3.1. To acquire and disseminate knowledge by:

- (i) meeting together regularly for discussions about research in progress;
- (ii) arranging seminars and group visits for members;
- (iii) holding training sessions for members and non-members;
- (iv) holding conferences accessible to non-members;
- (v) publishing conference proceedings;
- (vi) interacting with those who work in related fields.

3.3.2. To ensure safe recovery and sound curation of textiles by:

- (i) acting as a channelling agent, through a website or by other means, for enquiries concerning new finds;
- (ii) supporting qualified conservators in the safe retrieval and effective conservation of textiles.

3.3.3. To encourage and maintain a high scholastic standard through a directory of members, which will allow journal editors to find members who are suitable reviewers, and academics to find appropriate supervisors for students.

3.3.4. To support and encourage ETSG members in their careers by:

- (i) sharing knowledge and skills;
- (ii) providing mentors for the inexperienced; and
- (iii) offering moral support.

#### **4. MEMBERSHIP**

4.1. Membership can be requested by anyone who studies early textiles (as defined in Section 3) provided that they are proposed by two ETSG members.

4.2. Requests or proposals for membership, together with contact details for the applicant and proposers, are to be directed to the Membership Secretary.

4.3. Requests or proposals for membership are considered by the membership at a full meeting (AGM or SGM) and successful applicants notified by the Membership Secretary.

4.4. The Committee reserves the right to reject applicants.

4.5. Unsuccessful applicants can re-apply after two years.

4.6. Members can withdraw from membership of ETSG at any time.

4.7. The Committee reserves the right to expel members who do not abide by the rules of the constitution.

4.8. A list of members and their contact details is maintained by the Membership Secretary.

4.9. No membership fee is currently levied.

#### **5. EQUALITY**

5.1. The Early Textiles Study Group is fully committed to the principle of equal opportunity for all.

5.2. No member will receive less favourable treatment than any other on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class, sexual preference, or any other grounds.

## **6. DUTIES OF THE COMMITTEE**

6.1.1. The function of the ETSG committee is:

- (i) to forward the aims and objectives of ETSG as outlined in Section 3;
- (ii) to uphold its standards and values;
- (iii) to forward the current agenda through regular committee meetings;
- (iv) to support the ETSG activities, including conferences.

6.1.2. It is reasonable to expect that all committee members will:

- (i) act with integrity and pursue ETSG's goals honestly and diligently;
- (ii) allocate adequate time and energy to their duties;
- (iii) make every effort to attend at least two committee meetings per year.

6.2. The duties of the ETSG Chair are:

- (i) to chair committee meetings;
- (ii) to set the agenda;
- (iii) to coordinate the committee's activities;
- (iv) to facilitate the committee in reviewing and evaluating its performance;
- (v) to issue public statements concerning the activities of ETSG.

6.3. The duties of the ETSG Secretary are:

- (i) to support the Chair in ensuring the smooth functioning of the committee;
- (ii) to circulate agendas and any supporting papers in good time;
- (iii) to receive agenda items from other committee members;
- (iv) to check that there is a quorum present for decision-making;
- (v) to minute meetings and circulate the draft minutes to all committee members;
- (vi) to ensure that the Chair signs the minutes once they have been approved;
- (vii) to circulate agendas and minutes of the AGM to the members.

6.4. The duties of the ETSG Treasurer are:

- (i) to maintain adequate financial records;
- (ii) to prepare annual accounts for the AGM;
- (iii) to ensure that everyone handling money keeps proper records and documentation;
- (iv) to act as an information point for the Chair and other committee members;
- (v) to comment on financial implications of proposals put forward in committee.

6.5. The duties of the ETSG Membership Secretary are:

- (i) to keep each member's name, address, telephone number and email address up to date;
- (ii) to ensure that ETSG complies with the Data Protection Act;
- (iii) to receive and reply to all enquiries from prospective candidates for membership and their sponsors;
- (iv) to present details of new candidates and their sponsors in standard format to the committee;
- (v) to notify applicant of acceptance or rejection;
- (vi) to ensure that ETSG maintains an equality policy;
- (vii) to liaise with the ETSG Secretary on membership breakdown.

6.6. The duties of the ETSG Ordinary Members are:

- (i) to debate issues on the agenda;
- (ii) to add diversity to the interests already represented by the committee.

6.7. The duties of Co-Opted Members

From time-to-time it is useful to co-opt individuals to the committee, such as the organiser of the next ETSG conference, so that they can update the committee, discuss progress and review conference finances.

## **7. FINANCE**

7.1. Any money raised by or for ETSG is used only to further the aims of ETSG.

7.2. A bank account in the name of ETSG is maintained by the Treasurer and one other committee member: all minor transactions must be agreed by both.

7.3. All expenditure over £500 must be agreed by the whole ETSG Committee.

7.4. Records of income and expenditure are maintained by the Treasurer and a financial statement given at each meeting.

7.5. An annual statement of account is presented by the Treasurer for formal approval at the Annual General Meeting.

## **8. ANNUAL GENERAL MEETING**

8.1. ETSG holds an Annual General Meeting (AGM) in the month of May, or nearest feasible date.

8.2.1. All members are entitled to attend and vote.

8.2.2. Electronic votes will be considered in special circumstances.

8.3. The Secretary will give members at least 14 days' notice of the date of the meeting and circulate the agenda.

8.4. Items for discussion at the AGM should be submitted 21 days in advance.

8.5. The quorum for the AGM is nine people.

8.6. The business of the AGM includes

- (i) a report from the Chair on the year's activities;
- (ii) a report from the Treasurer and submission of accounts for approval;
- (iii) election of new Committee members; and
- (iv) any other business.

8.7. Decisions will be made by a show of hands.

8.8. Minutes of the AGM will be circulated to the full membership.

## **9. OTHER MEETINGS**

### **9.1. Special General Meeting**

9.1.1. A Special General Meeting (SGM) may be called by the ETSG Committee to discuss an urgent matter.

9.1.2. The Secretary will give all members at least 14 days' notice of a forthcoming SGM and circulate the agenda.

9.1.3. All members are entitled to attend and vote.

9.1.4. Minutes of the SGM will be circulated to the full membership.

## **9.2. Committee meetings**

9.2.1. Committee meetings are held separately from the AGM and SGM, in order to discuss progress on matters agreed at the AGM and SGM.

9.2.2. Non-Committee members will not be invited.

9.2.3. Results of votes taken in Committee meetings will be circulated to the full membership.

## **10. ALTERATIONS TO THE ETSG CONSTITUTION**

10.1. If it is considered necessary to change the constitution, this will be done at an AGM or SGM.

10.2. Alterations will be placed on the agenda and circulated to the full membership 14 days in advance of the AGM or SGM.

10.3. Decisions will require a two-thirds majority amongst those attending the AGM or SGM.

## **11. DISSOLUTION**

11.1. If the ETSG Committee, by a two-thirds majority, decides at any time that it is advisable to dissolve ETSG, they will call an SGM.

11.2. If such a decision is confirmed by a two-thirds majority of those present at the SGM, the Committee will have the power to dispose of any funds or assets held by ETSG.

11.3. Any funds remaining after payment of debts will be transferred to a charity with similar aims to those of ETSG.