

# BRITISH SOCIETY FOR GEOMORPHOLOGY

## incorporating the BGRG

Registered Charity Number 1054260



### CONSTITUTION

1. The Society shall be called the British Society for Geomorphology, incorporating the BGRG, herein after referred to as the Society. The Society's acronym shall be BSG.
2. The Society shall incorporate the Geomorphological Study Group of the Royal Geographical Society (with the Institute of British Geographers), herein after referred to as RGS-IBG, and shall be affiliated to the Geological Society of London, herein after referred to as the Geological Society.
3. The object of the Society shall be the advancement of the science of geomorphology, in research, in all levels of education, and in its practical application. This objective shall be achieved by, amongst others, the following activities:
  - a) the promotion of research by the training of postgraduate students, the formation of working parties dealing with co-operative research projects, the publication of the results of such research, the holding of meetings, and by co-operating with kindred organisations;
  - b) the promotion of educational activities and the wider public understanding of the science of geomorphology and its contribution to society, by the preparation and dissemination of teaching materials and the organisation of conferences and courses;
  - c) the promotion of professional geomorphology by the organisation of workshops and conferences for practising geomorphologists, and the dissemination of current best-practice to practitioner communities.
4. Membership of the Society shall be open to all Fellows and Associate Fellows of the RGS-IBG and Fellows, Honorary Members and Junior Associates of the Geological Society. Membership is also open to academic staff and research students of institutions of higher education, members of the Scientific Civil Service (scientific officers and above), professional geomorphologists working in all sectors, and such other persons as the Executive Committee of the Society shall consider eligible. Fellows of the British Society for Geomorphology are members of the Society who have made significant contributions to the advancement of geomorphology. Nomination of a BSG member for election as a Fellow of the British Society for Geomorphology by an existing Fellow should be supported by at least 2 other Fellows who should not be in the same Institution as the nominated member.
5. Members shall have the right to:-
  - a) attend all meetings of the Society, other than Executive Committee meetings, and to submit material for discussion or publication

- b) vote in any ballot of the Society
  - c) be nominated for any committee or working party of the Society
  - d) receive, electronically or as paper copy, such publications as the Committee of the Society shall from time to time decide
  - e) be nominated for any office of the Society.
6. The annual subscription for members shall be such a sum as may be determined at an Annual General Meeting.
- 7.
- i) The Society shall be led by a President, who will serve for a minimum of three years. Prospective candidates will be nominated and voted for by the membership. The Society has the option of asking a President to serve for a further two years in addition to the three should that be appropriate.
  - ii) Management of the Society shall be in the hands of an Executive Committee elected by the membership, herein after referred to as the Committee, consisting of a Chair, Deputy-Chair, Junior Deputy-Chair, Honorary Secretary, Honorary Treasurer, three Vice-Chairs (each of whom chairs a subcommittee), three Ordinary Secretaries each of whom serves as secretary to one of the subcommittees) and the elected Chair of the Postgraduate Forum. The Honorary Secretary, Honorary Treasurer, Vice-Chairs and Ordinary Secretaries shall hold office for three years. Each Chair will serve on the Committee for 3 years, initially holding the office of Junior Deputy-Chair for one year, succeeding to Deputy-Chair for one year and then succeeding to the Chair for one year. At least one officer of the Society or one member of the Committee shall be a Fellow of the RGS-IBG, and at least one officer of the Society or one member of the Committee shall be a Fellow of the Geological Society. No member of the Committee shall be eligible for immediate re-election to the same office.
  - iii) There shall be a quorum when at least one third of the number of members of the Committee for the time being or three members of the Committee, whichever is the greater, are present at a meeting.
  - iv) The Committee shall have the power to co-opt up to three additional members and to co-opt replacements for officers or Committee members who leave office, or have a period of leave such as maternity leave, before their term is ended. Notwithstanding the provisions under 7(ii), officers and Committee members co-opted as replacements shall be eligible for immediate re-election to the same office for one full term. The Committee shall also have the power to co-opt one additional member who is a Fellow of the RGS-IBG, and one additional member who is a Fellow of the Geological Society, if this is necessary in order to satisfy the requirement under 7(ii) that at least one officer or Committee member shall be a Fellow of the RGS-IBG and at least one officer or Committee member shall be a Fellow of the Geological Society. Members co-opted to the Executive Committee or any of the Sub-Committees shall typically serve for no more than three years and in no instance for more than four years.
  - v) There shall be twelve Trustees, who will be responsible for the good governance of the Society. The Trustees will normally include all principal office holders on the Executive Committee, namely President, Chair, Deputy-Chair, Junior Deputy-Chair, Honorary Secretary, Honorary Treasurer, three Vice-Chairs, and three Ordinary Secretaries. All Trustees must be members of the Society and are required to provide full personal details as required by the Charity Commission. Their names will appear in the Annual Report to

the Commission. In the event that one or more of the Trustees is not a member of the Executive Committee such persons will be supplied with all papers and minutes pertaining to the Society's activities, and invited to raise issues of concern to the Executive Committee and to the Annual General Meeting as appropriate. The period of office for all Trustees shall be three years.

- vi) The Committee shall assume office at the close of the Annual General Meeting.
- vii) Two Committee members or their nominees, of whom one must be a Fellow of the Geological Society, shall represent the Society on the Specialist Groups Committee of the Geological Society.
- viii) The funds of the Society shall be placed at such account or accounts or placed on deposit with such bank or banks as the Committee shall decide, or if the Committee think fit, they may be capitalised, or invested in such securities as are authorised by law for the investment of trust funds, or in any instruments, equipment, maps or in funding publications of the Society, etc. as the Committee shall deem desirable. The Committee shall invest funds taking due account of the risks involved, and may take advice from independent financial advisors.
- ix) Proper books of account shall be kept by the Honorary Treasurer who shall submit the accounts annually to the members and to the Honorary Treasurer of the RGS-IBG and the Geological Society. These accounts shall be audited or examined by an independent registered auditor (or accountant) to be appointed by the Society.
- x) The Society shall incur no financial obligation chargeable to the Geological Society. Free use of the Society's apartments will be granted up to twice each calendar year.
- xi) Minutes of the meetings of the Committee shall be sent to the Executive Secretaries of the Geological Society and the RGS-IBG.
- xii) The Committee shall have full powers to deal with any matter that might arise and is not provided for in this Constitution. Committee decisions may be obtained by post or by electronic means, as well as at formal meetings.
- xiii) The following are permanent Sub-Committees of the Committee: Research; Outreach; Publications and Finance. The Committee shall have the power to set up temporary Sub-Committees for specific purposes. The duration of temporary Sub-Committees should be no longer than two years. The decisions and action of the four subcommittees are ratified by the Committee.
- xiv) The **Research Sub-Committee** drives the research missions of the Society. It co-ordinates the programme of meetings, conference sponsorship, research grants and awards administered by the Society. It makes recommendations on the award of Society grants. It also makes recommendations following the nomination of candidates for the Dick Chorley, Linton Award and Gordon Warwick Award. It recommends the recipient of the Wiley Award and other awards that the Society might from time to time add to its portfolio. The incoming Vice-Chair and Ordinary Secretary of this Sub-Committee are elected at the AGM and remain on the Sub-Committee for three years. The other members of the Sub-Committee are: a postgraduate member, and co-opted members with responsibility for Awards, Grants and Research Strategy. The Sub-Committee has the power to co-opt further additional members for specific tasks. Sub-Committee recommendations and decisions are transmitted by the Vice Chair and Ordinary Secretary to the Committee for ratification.

- xv) The **Outreach Sub-Committee** promotes and develops aspects of Society business that link it to the wider world, in particular through education and activities that encompass business, industry and society. It addresses issues relating to education, membership, marketing/publicity, chartered status and process (CGeog (Geomorph)), external relations, industry and community (wider audience) and professional matters. It also recommends the recipient of the Marjorie Sweeting Award for the best undergraduate dissertation. The incoming Vice-Chair and Ordinary Secretary of this Sub-Committee are elected at the AGM and remain on the Sub-Committee for three years. The other members of the Sub-Committee are: a postgraduate member, a co-opted/elected school representative and an industry/professional representative. Sub-Committee recommendations and decisions are communicated by the Vice Chair and Ordinary Secretary to the Committee for ratification. The Sub-Committee has the power to co-opt further additional members for specific tasks.
- xvi) The **Publications Sub-Committee** is responsible for all official Society publications and outputs, maintenance of the Society website and reporting on activities within the Society on the website and via social media. It is responsible for promoting the Society journal *Earth Surface Processes and Landforms* and for Society liaison with Wiley-Blackwell Publishers. The incoming Vice-Chair and Ordinary Secretary of this Sub-Committee are elected at the AGM and remain on the Sub-Committee for three years. The other members of the Sub-Committee are: a postgraduate member, two co-opted members with the roles of Reports Officer and Website Editor and the *Earth Surface Processes and Landforms* Editor. The Sub-Committee has the power to co-opt further additional members, for example, the editors of any other serial publication that the Society might from time to time establish would become members of the Publications Sub-Committee. Sub-Committee recommendations and decisions are communicated by the Vice Chair and Ordinary Secretary to the Committee for ratification.
- xvii) The **Finance Sub-Committee** ensures the financial health of the Society, consistent with its charitable aims via transparent accounting and financial reporting mechanisms and effective financial planning and investment management. It provides support for the Honorary Treasurer by providing a forum for discussion of the annual accounts and for strategic financial planning. The Finance Sub-Committee is chaired by the Deputy Chair of the Society. The other members are: the Chair, Junior Deputy-Chair, Honorary Treasurer, Honorary Secretary, the three Vice-Chairs and Chair of the Postgraduate Forum. The Sub-Committee has the power to co-opt further additional members for specific tasks.
- xviii) Sub-Committees meet from time to time as necessary and according to their respective responsibilities and according to the Society meeting schedule/diary. Meetings may be in person or conducted electronically. There is a requirement to formally/physically meet once a year. Sub-Committees report as standing items to each Executive Committee meeting, for ratification of any decisions made.
- xvix) The postgraduate membership is represented by a Postgraduate Forum. Postgraduate representatives are solicited and may be self-nominated at the Society's postgraduate events (e.g. the Windsor Workshop) and via electronic means. The Postgraduate Forum is convened by a Chair and Deputy-Chair both of which are one year positions. The Chair of the Postgraduate Forum is a member of the Executive Committee and the Finance Sub-Committee. The Deputy-Chair is elected from amongst the postgraduate membership through self-nomination, followed by approval from the rest of the Postgraduate Forum members. The Deputy-Chair succeeds the Chair position after one year, prior to the Annual General Meeting of the Society. At least three other postgraduate members shall be co-opted to represent postgraduates on the Forum. One postgraduate representative is invited to each of the other Sub-Committee meetings.

- xix) All other elections to the Committee and Subcommittees shall take place during the Annual General Meeting. Members shall be informed in writing (by post and/or electronically) of any vacancies to be filled. Nominations for all vacant positions for other officers and subcommittee members, together with the names of proposers and seconders and the consent of the person proposed, shall be sent to the Honorary Secretary before the beginning of the Annual General Meeting.
- 8.
- i) The Annual General Meeting shall be held each year at a time decided upon at the discretion of the Committee. The officers will present reports of the activities of the Society at this meeting.
- ii) Extraordinary General Meetings may be called by the Chair and four members of the Committee or by any twenty members. At least thirty days' notice of an Extraordinary General Meeting must be given by the Honorary Secretary.
- iii) There shall be a quorum when at least one twentieth of the number of members of the Society for the time being or ten members of the Society, whichever is the greater, are present at any general meeting or represented by postal votes in accordance with clause 9.
9. Subject to the following provisions of this clause, the Constitution may be altered by a resolution passed by not less than two thirds of the members voting at a General Meeting either in person or by postal or electronic votes (which must be received by the Secretary seven days prior to the general meeting). The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed. No amendment may be made to clause 1 (the name of the charity clause), clause 3 (the objects' clause), clause 11 (the dissolution clause) or this clause without the prior consent in writing of the Commissioners. No amendment may be made which would have the effect of making the Society cease to be a charity at law. The Committee should promptly send to the Commissioners a copy of any amendment made under this clause.
10. The Society may cease to be the Geomorphological Study Group of the RGS-IBG either by a decision of the Society ratified by a two-thirds majority of a returned postal ballot, or by a decision of the Council of the RGS-IBG.
11. The Society may at any time be dissolved by a resolution passed by a two-thirds majority of those present and voting at a meeting called to consider such a proposal, of which at least thirty clear days notice shall be given to all members. Such resolution may give instructions for the disposal of any funds or property of the Society remaining after the satisfaction of all debts and liabilities, for such charitable purposes being for the furtherance of geomorphological research or education, but no individual members shall benefit directly from this action.
12. The Society shall not take any action which may knowingly conflict with the terms of the Charter and Bye-laws of the Geological Society.

**Date of last revision: September 2015.**